

# KerioMailServer<sup>6</sup>™

## User Guide

Kerio Technologies

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# Introduction

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This document provides detailed setting guidance for all applications and modules (email clients, calendars and address books, data synchronization) supported by *Kerio MailServer*.

While some of these applications are supported directly (i.e. no additional installations are needed, it is only necessary to perform specific settings), others require installation of supportive modules and extensions.

In addition to external applications, this document also addresses the *Kerio WebMail* interface which is used to access user data and email accounts via the most wide-spread web browsers, such as *Internet Explorer*, *Firefox* or *Safari*.

This guide addresses features and configuration of the following applications and interfaces:

## **Kerio WebMail**

*Kerio WebMail* is a comfortable web interface which can be used to maintain email and other folders saved in mailboxes on a particular server.

*Kerio WebMail* is available in two versions:

- *Kerio WebMail* — full version designed for most of supported browsers (see chapter 1).
- *Kerio WebMail Mini* — a special, lite edition designed for unsupported browsers or for computers with slow Internet connection (see chapter 2) and for mobile devices (see chapter 3).

## **Microsoft Outlook**

Support for *Microsoft Outlook* is allowed by two extension modules which enable better exploitation of *Kerio MailServer's* groupware features:

- *Kerio Outlook Connector* — an extension to *MS Outlook*. It allows scheduling and sharing different types of data. Thanks to this module, *MS Outlook* is able to work with groupware data (contacts, calendar, tasks, notices) stored in *Kerio MailServer*. In detail, *Kerio Outlook Connector* is described in chapter 5.
- *Kerio Synchronization Plug-in* — this application allows synchronization of personal calendar, contact and notes folders as well as public folders with calendars and contacts. This application is useful especially to users of notebooks who need to work with their email, calendar and contacts offline. In detail, *Kerio Synchronization Plug-in* is described in chapter 6.



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## Windows Calendar

*Windows Calendar* is an *Microsoft Corporation's* application used for management of calendars. Support for *Kerio MailServer* allows publishing of calendars on the server or subscription of any *Kerio MailServer* calendar.

## Data synchronization with mobile devices

*Kerio MailServer* supports data synchronization with mobile devices via the ActiveSync protocol. ActiveSync allows direct synchronization of data stored in email accounts with mobile devices (it is not necessary to connect to a desktop synchronization application). The ActiveSync protocol can use diverse applications in mobile devices (e.g. ActiveSync on Windows Mobile, the VersaMail email client on Palm Treo, the *Mail for Exchange* applications in Nokia Eseries, the *RoadSync* applications and others). Chapter 4 provides detailed information on which folders can be synchronized and how the synchronization should be configured on individual devices.

## Microsoft Entourage

*Microsoft Entourage* is an *MS Office 2004 for Mac* email client which also supports management of personal information and groupware functions. The support provided by *Kerio MailServer* is described in detail in chapter 9.

## Apple Mail

*Apple Mail* is an email client developed by *Apple Computer*. The support provided by *Kerio MailServer* allows displaying of calendar and contact folders in this client (for details, see chapter 13).

## Apple iCal

*Apple iCal* is an *Apple Computer's* application used for management of calendars. Support for *Kerio MailServer* allows publishing of calendars on the server or subscription of any *Kerio MailServer* calendar. Calendars are created and saved in the standard iCalendar format (for details, see chapter 10).

## Apple Address Book

*Apple Address Book* is an application developed by *Apple Computer* used as a calendar (contact manager). *Kerio MailServer* supports this application by allowing synchronization of the local address book with contacts in *Kerio MailServer* (for details, refer to chapter 11).

## Kerio iSync Connector

*Kerio iSync Connector* is an extension of the *Apple iSync* application that enables simple synchronization of data between *Kerio MailServer* and the *Apple iCal* or the *Apple Address Book* application.

## Chapter 1

# Kerio WebMail

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The *Kerio WebMail* is a Web interface that allows users to comfortably access their email and workgroup features from any location using a web browser. Users can read, write or delete messages, move them to and from folders, manage contacts, administer folders (create or delete folders, set access rights, etc.) and change user settings such as passwords, message filters, *Kerio WebMail* appearance, work with calendar, free time information (*Free/Busy* calendar), tasks and notes.

*Kerio WebMail* enables users to work with email, calendars, tasks, notes and contacts in a way similar to a mail client using the IMAP protocol (all items are stored in folders on the server and the client opens only the selected item, i.e. a particular message, event, etc.).

### 1.1 Web browsers

The full version of *Kerio WebMail* supports the following browsers:

- *Internet Explorer* versions 6 and 7
- *Firefox* versions 1.5 and 2
- *Safari* versions 1.3 and 2

For technical reasons, the full version of *Kerio WebMail* cannot be run in older versions of the listed browsers or in non-listed browsers, but it is possible to run the simplified version *Kerio WebMail Mini* (for more information, see chapter 2). *Kerio WebMail Mini* is run automatically in older versions of browsers, in text-based browsers such as *Lynx* or *Links*, in web browsers designed for mobile devices (this view type is described in chapter 3). *Kerio WebMail Mini* does not require CSS and JavaScript.

To use the secured access to the *Kerio WebMail* interface (by HTTPS protocol), the browser must support SSL encryption. If it can be configured (e.g. in *Internet Explorer*), it is recommend to enable support for SSL 3.0 and TLS 1.0 versions.

## 1.2 Authentication to Kerio WebMail

To access the *Kerio WebMail* interface service using a web browser, insert the IP address (or the name if it is contained in DNS) of the computer where *Kerio MailServer* is running. A protocol has to be specified in the URL — either HTTP for non-secured access or HTTPS for SSL-encrypted access. The URL can have the following form: `http://192.168.1.1` or `https://mail.company.com`.

It is recommend to use the HTTPS protocol for remote access to the service (simple HTTP can be tapped and the user login data can be misused). By default, the *HTTP* and *HTTPS* services use the standard ports (80 and 443). If the standard ports are changed, specify the port number in the URL address, like `http://192.168.1.1:8000` or `https://mail.company.com:8080`.

*Note:* The description above focuses accessing email via mobile devices. If it is not possible to connect to *Kerio MailServer*, insert URL following one of these formats: `http://server_name/pda` or `http://ip_address/pda`.

If the URL has been entered correctly, a login page will be displayed in the browser. Enter the username and password on this page (if the user does not belong to the primary domain, a complete email address is required).

The image shows the login page for Kerio MailServer 6 WebMail. The page has a dark blue background. At the top, the logo "KerioMailServer6™" is displayed in white, with "WebMail" in a smaller font below it. Below the logo, the text "Enter your Username and Password below to login to your mailbox:" is shown in white. There are two input fields: "Username:" with the text "jsmith" entered, and "Password:" with a series of black dots. Below these fields, the text "WebMail user experience:" is shown, followed by two radio button options: "Full-featured (for fast/LAN connections)" which is selected, and "Simplified (for slow connections)". At the bottom, there is a "Log In" button.

Figure 1.1 Login page

### *Full and simplified interface*

After the username and password has been entered, users can decide whether to use the full version of *Kerio WebMail* or the simplified version — *Kerio WebMail Mini*— will be used:

The full version of *Kerio WebMail* is recommended for users with fast internet connection who require high performance and functionality. The capabilities of the full version include:

- email folders management.
- calendars management.
- contacts management
- tasks management
- notes maintenance.
- viewing of public email folders and contact, calendar, tasks and note folders.
- folder management (creating, removing, moving, sharing and subscriptions)
- user's settings of the interface

*Kerio WebMail Mini* is optimized for slower internet connection types, for all browser types as well as for mobile devices. The capabilities of the simplified version include:

- email folders management
- contacts management
- viewing of email and contact public folders
- folder management (creating, removing, moving, sharing and subscriptions)
- user's settings of the interface

*Kerio WebMail Mini* is described in [chapter 2](#) in more detail.

### Connection from Windows Internet Explorer 7.0

Microsoft Internet Explorer 7.0 requires the new browser settings before the first connection to the *Kerio WebMail* interface: The change to be done addresses configuration of security areas. Brief help guidelines are available through the *Recommended browser settings* link available on the *Kerio WebMail*'s login page. If you miss the link, the helplines are as follows:

1. Click on *Tools* → *Internet Options* and select the *Security* tab (see figure 1.2).



Figure 1.2 Internet Options → Security

2. On the *Security* tab, click on *Local intranet* and then use the *Sites* button.
3. In the *Local intranet* dialog just opened, click on *Advanced* (see figure 1.3).

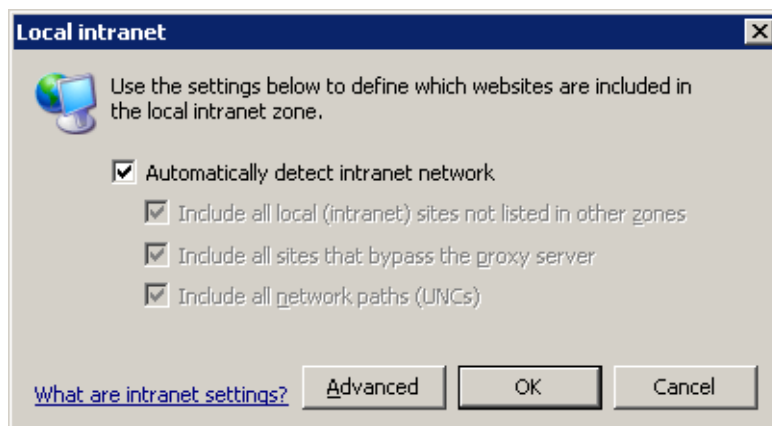


Figure 1.3 Dialog Local intranet

4. In the *Add this Web site to the zone* textfield, specify *Kerio MailServer's* URL address (e.g. `http://mail.company.com` or `https://mail.company.com`, see figure 1.4).

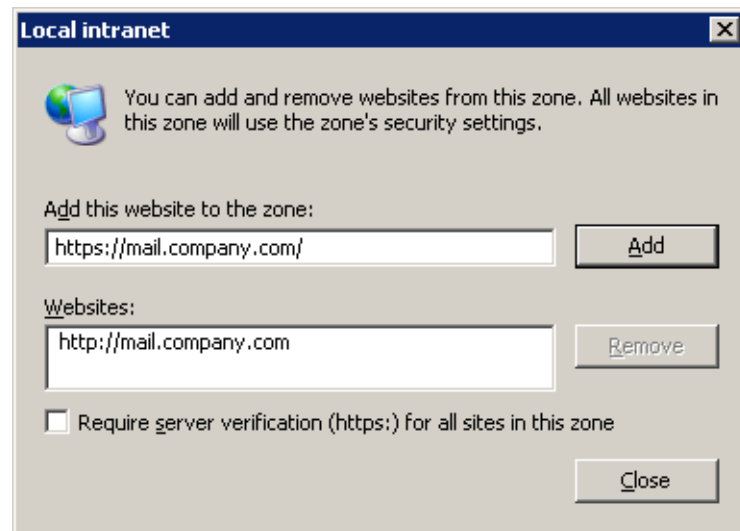


Figure 1.4 URL addresses can be specified in the Local intranet dialog

This setting removes the address line displayed in header of every *Windows Internet Explorer* 7 window.

### Connection from Mozilla Firefox 2

Before the first connection to the *Kerio WebMail* interface, *Mozilla Firefox* 2 requires special settings addressing usage of JavaScript in the browser. Brief help guidelines are available through the *Recommended browser settings* link available on the *Kerio WebMail's* login page. If you miss the link, the helplines are as follows:

1. On the toolbar, click on *Tools* → *Options*.
2. In the *Options* dialog window just opened, select *Content* (see figure 1.5).
3. Click on the *Advanced* button next to the *Enable JavaScript* option.
4. In the *Advanced JavaScript Settings* dialog (see figure 1.6), enable the *Raise or lower windows* option.

This configuration allows proper functionality of displaying of event and task reminders as well as smooth opening of other *Kerio WebMail* windows and dialogs.

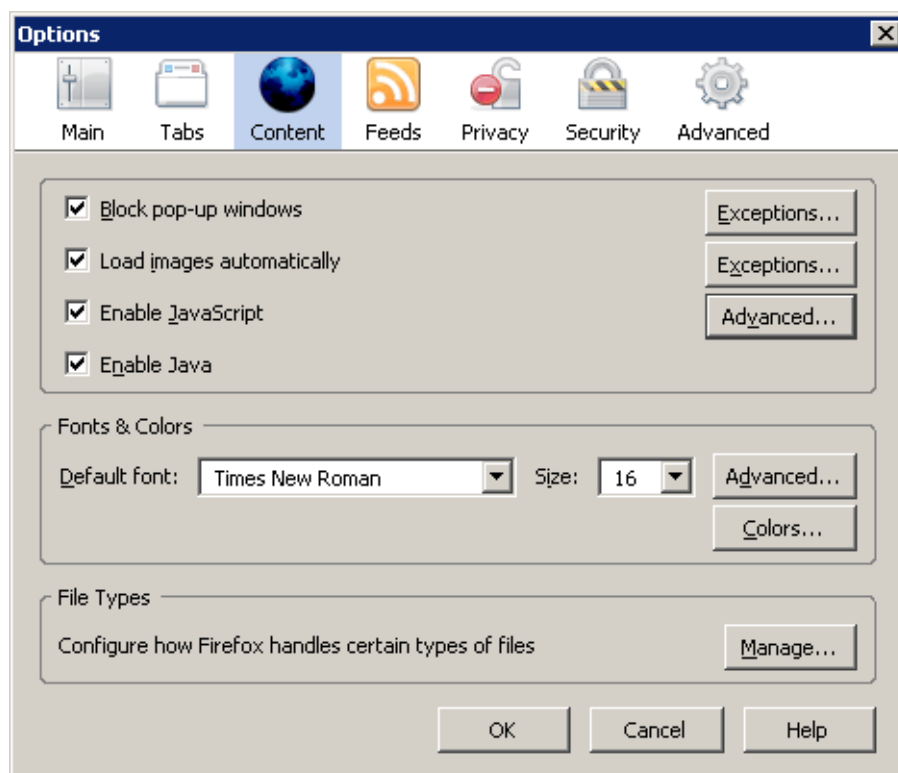


Figure 1.5 Options → Content

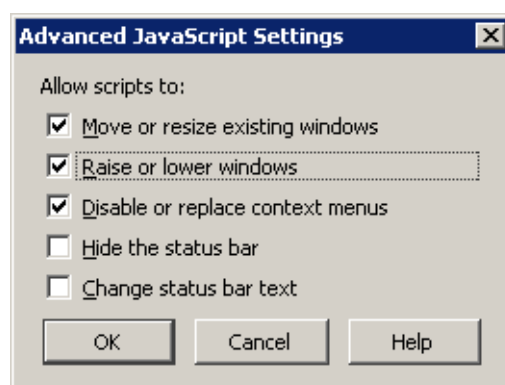


Figure 1.6 Advanced JavaScript Settings

### Log out

Users should always log out when they finish working in *Kerio WebMail*. To log out, use the *Logout* link in the upper right corner of the window. After logout, users get disconnected from *Kerio MailServer* immediately, which prevents misuse of such connection.

*Note:* By disconnection, all windows associated with *Kerio MailServer* are closed.

### 1.3 The Kerio WebMail environment

Once you are successfully connected to *Kerio WebMail*, a special user interface resembling of usual email clients is opened in the browser (see figure 1.7). *Kerio WebMail* actually consists of three main sections — one with a tree view of folders (remains unchanged), one with the contents of the folder currently selected (changes according to the type and contents of the folder), which is referred to as a main window, and the toolbar (its appearance depends on the folder type).

This section addresses main *Kerio WebMail* components:

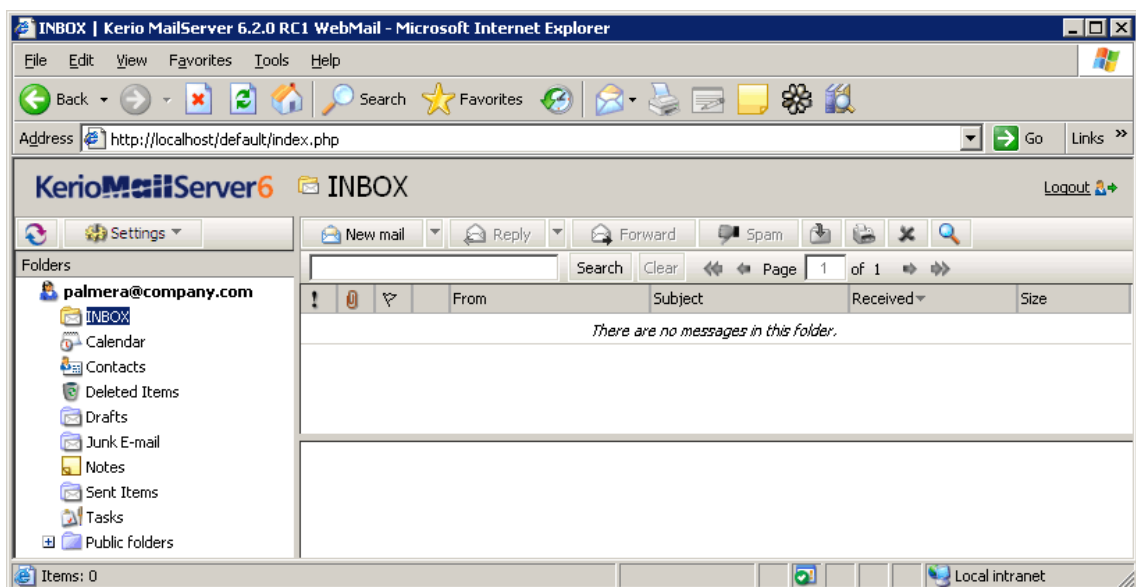


Figure 1.7 The first connection to Kerio WebMail

#### Page header

In the *Kerio WebMail* header, the name of the active folder and company logo is displayed. The *Logout* button in the upper right corner is used for logging out from the server where *Kerio MailServer* is installed (for details, check section 1.2).

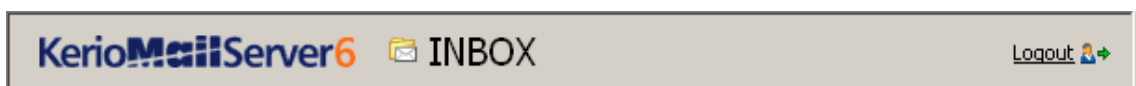


Figure 1.8 Page header



### Folder tree

The left pane of the *Kerio WebMail* window provides the folder tree (see figure 1.9). The tree includes all folders of the mailbox. Clicking on any folder displays its contents in the main pane (message list, calendar, etc.).

The folder tree allows manipulation with individual folders. This means that folders can be moved, renamed, created and removed here. Folders and possible options are focused in chapter 1.10.

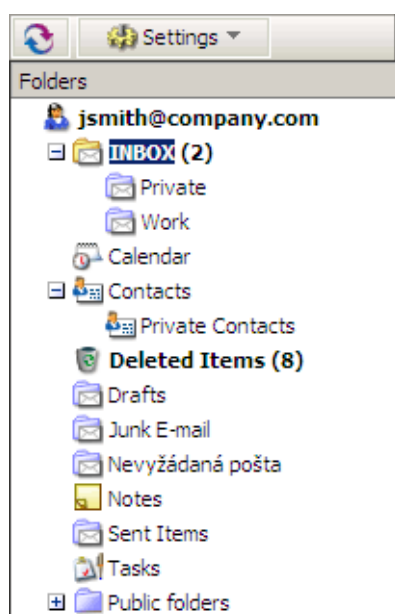


Figure 1.9 Folder tree

In addition to the basic operations, in the folder tree it is also possible to add or remove access rights to users as well as subscribe folders of other users. Sharing and subscription of folders is addressed in section 1.10.5.

### The main pane

The main pane of *Kerio WebMail* displays contents of a folder currently selected in the folder tree. To view content of the folder in the main pane, click on the particular folder in the tree. The way of display in the main pane depends on folder type. *Kerio WebMail* supports viewing of the following folder types:

- Email

In case of email folders, the main pane consists of three sections. These include a list of messages, a special reading pane where the message body is displayed and a toolbar where several email tools can be found (see figure 1.10).

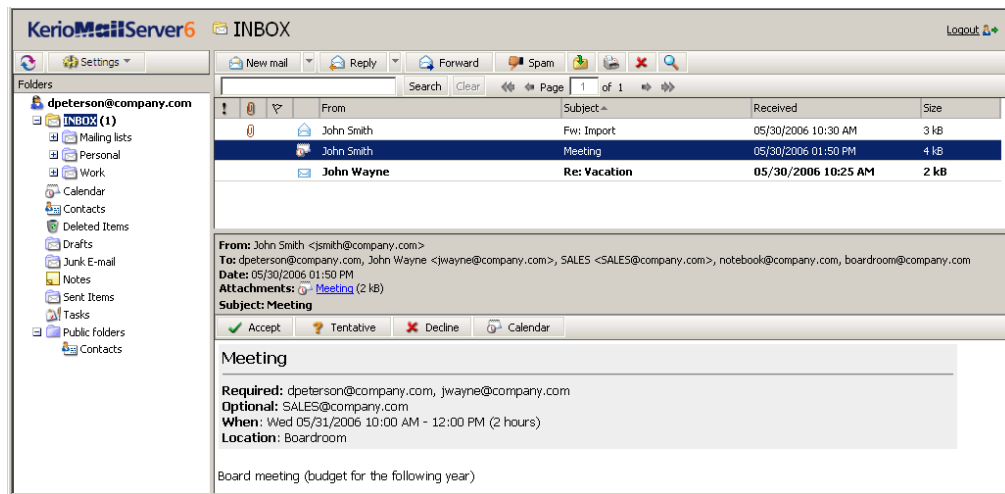


Figure 1.10 Email

Email folders and their manipulation are addressed in chapter 1.5.

- Calendar

The layout of the calendar's main pane depends on view mode. Figure 1.11 shows calendar in the weekly view mode. Beside this mode, day and month views are available, as well as two types of lists, distinguishing events with and without recurrence.

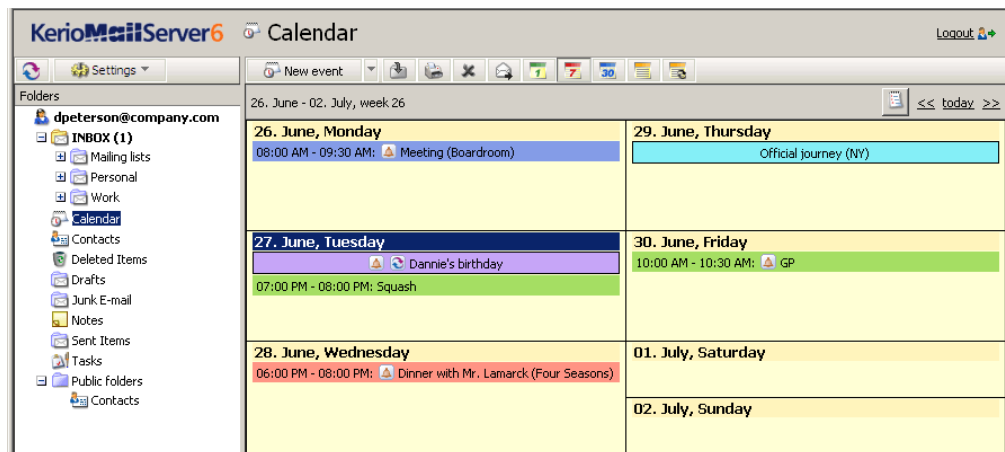


Figure 1.11 Calendar

For detailed information on calendars, see chapter 1.7.

- Contacts

Calendars allow various view modes. The modes available for calendars are either address cards or a list of contacts (at figure 1.12, the address cards mode is shown).

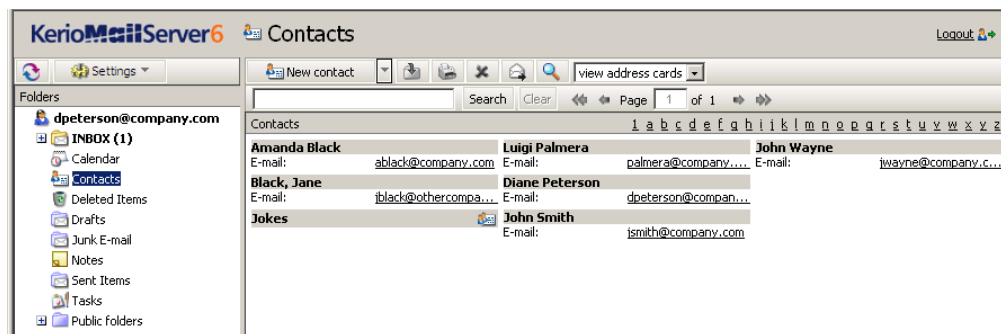


Figure 1.12 Contacts

For detailed information on contacts and their management, see chapter 1.6.

- Tasks

In case of tasks, the main pane provides a list of created tasks and a toolbar allowing comfortable administration of tasks (see figure 1.13).

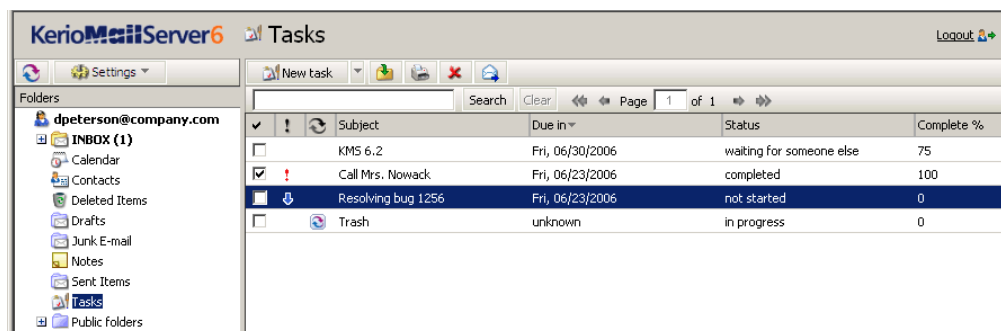


Figure 1.13 Tasks

For detailed information on tasks, see chapter 1.8.

- Notes

The main pane of the *Notes* folder provides a list of notes (see figure 1.14). The notes use customizable colours to distinguish various topics. The main pane also includes a toolbar allowing creation of new notes, their removal, printing, etc.

For detailed information on notes, see chapter 1.9.

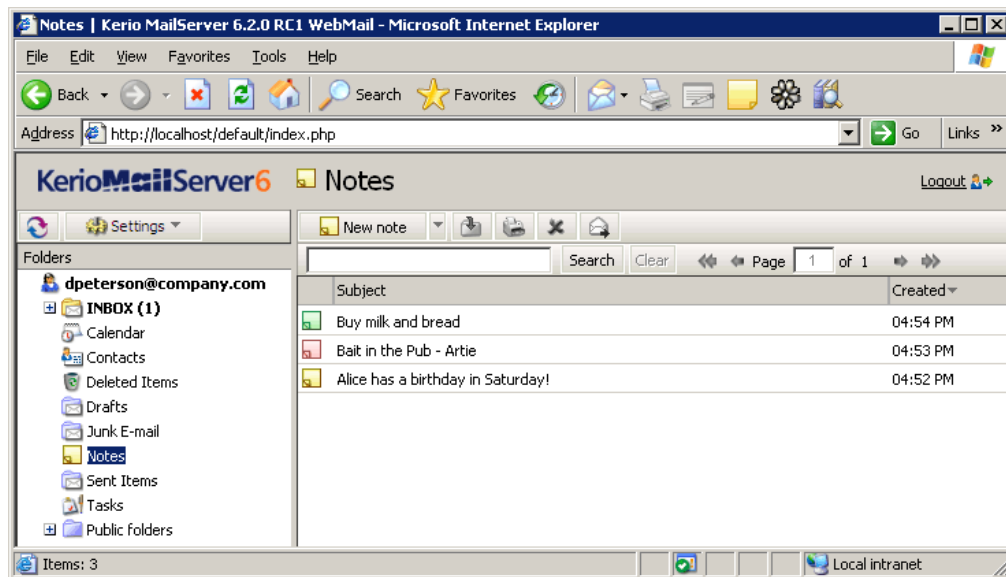


Figure 1.14 Notes

### *The Kerio WebMail pop-up menu*

The *Kerio WebMail's* pop-up context menu, opened by right-clicking on an object (folder, message, note, etc.), provides a list of actions. The pop-up menu is always associated with a particular object. This implies that right-clicking on an email message opens a menu (this menu is shown at figure 1.15) which includes options different from the options included the pop-up menu associated with the *Tasks* folder (opened by right-clicking on *Tasks* in the folder tree).

The *Kerio WebMail's* pop-up context menu generally includes the same items as found on toolbars of individual folders.

Notes:

- If a new contact, event, task or another item is created through the pop-up context menu (see figure 1.16), these items are added automatically in the default folders (Contacts, Calendar, Tasks). Default folders are folders included in *Kerio WebMail* by the moment where the particular account is created (such as *Inbox*) and they cannot be removed.

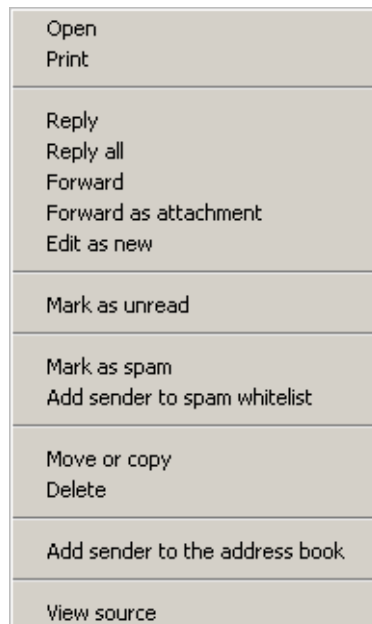


Figure 1.15 Context menu for email

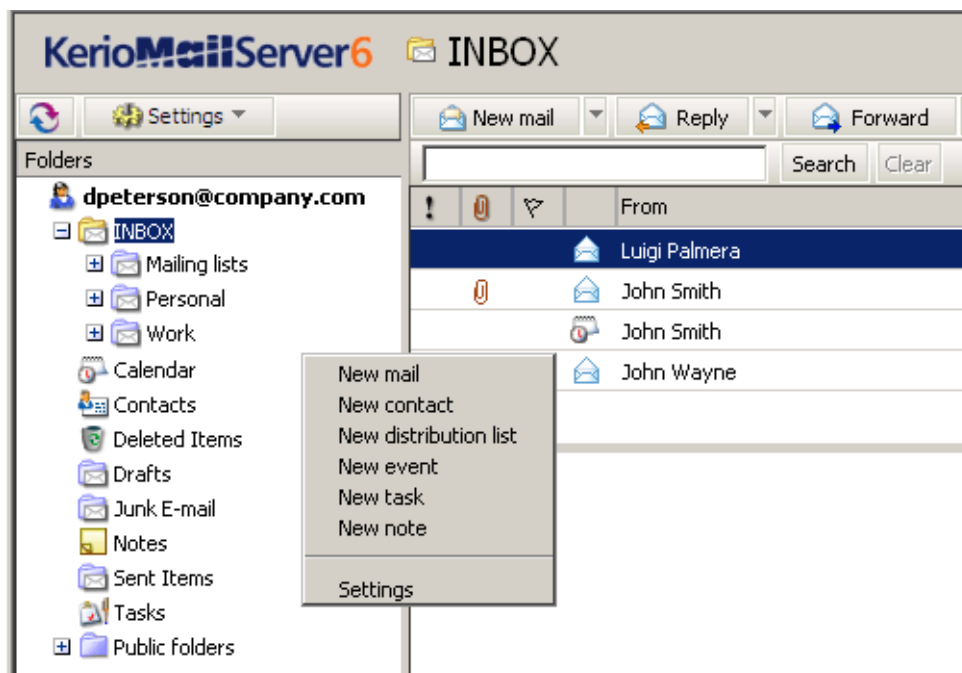


Figure 1.16 The pop-up menu for creation of a new item (message, contact, event, etc.)

- On *Apple Macintosh* computers, click the mouse button and hold the *Ctrl* key to simulate the right mouse button behavior. On the standard two-button mouse, the right mouse button shows the context menu.

### Today page

The “Today” page provides overview of the current status of the mailbox. It shows current number of unread messages in Inbox (*Settings* allow to add more folders for which this information will be shown) as well as tasks and events for the current day. It also includes a quota for disk space reserved for the particular mailbox (if the quota has been set by the server administrator). This section also provides information about current free and occupied space in the mailbox so the user can always easily recognize how much of the mailbox is currently available.

To open the “Today” page, click on the root folder (at figure 1.17, the root folder is jsmith@company.com).

In the user interface it is possible to set the “Today” page as an introductory page that would be displayed upon each connection to *Kerio WebMail* (for details on these settings, see chapter 1.11.1). Thus the users can see right at the start what should be done on that day and they do not have to surf through individual folders. Individual items at the “Today” page are formatted as links which can be simply clicked to view the particular event, task or email folder.

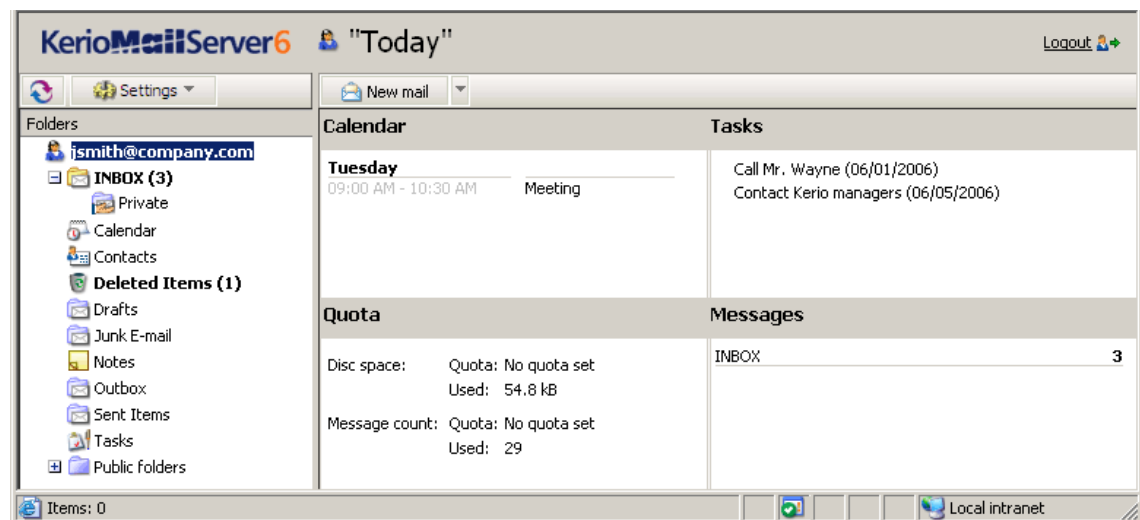


Figure 1.17 Today page

The “Today” page is divided into four parts. The information in individual sections vary (events, tasks, quota and number of unread messages):

- *Calendar* — this section includes a list of events scheduled for the current day. In *Kerio WebMail's* user settings, up to seven days may be set to be displayed at the

“Today” page. For details on where and how number of days to be displayed can be set, see chapter 1.11.1.

- *Tasks* — by default, this section shows a list of tasks set for the current day. However, in the user interface it is possible to change the “Today” page settings so that all tasks included in the particular folder are always displayed. The settings are addressed in chapter 1.11.1.

To make manipulation with tasks even more comfortable, various types of information are also displayed, such as priority (an exclamation mark or a blue arrow), information on uncompleted tasks where the due date has already expired (items marked red), etc. These attributes are shown at figure 1.17.

- *Quota* — server administrators can set a so-called quota and apply it to particular mailboxes. The quota is a limit for number of messages and for disk space reserved for the mailbox. The *Quota* section informs users if quota is set and how much of the reserved mailbox capacity is left. When the mailbox is full, the server generates an automatic message recommending to remove some messages in the mailbox and sends it to the corresponding user. If the user ignores this warning, other mail will not be delivered to the mailbox since no more capacity is left.
- *Messages* — by default, this section shows all unread email in *Inbox*. In the *Kerio WebMail* user settings, it is possible to allow also displaying of other email folders. Details on where and how these settings can be done are addressed in chapter 1.11.1.

## 1.4 Specific features and technical limitations

### *Automatic logout*

For security reasons, *Kerio WebMail* logs off the user automatically after a certain time of inactivity. By default, the length of inactivity period is set to 1 hour. *Kerio MailServer* administrators can change this value.

When the inactivity period expires, clicking on any link or button returns the user to the login page and the user has to log in again.

### *Pop-up killers*

If any pop-up blocker (pop-up killer) is installed on the computer where *Kerio WebMail* is running, it is necessary to create an exceptional rule in *Kerio WebMail* or to connect via secure connections (see chapter 1.2). Otherwise, event and task reminders will not work in *Kerio WebMail*.

If the pop-up blocker is embedded in the web browser, create an exception for *Kerio WebMail* or disable the pop-up blocker completely.

### **Message size limits**

Size of any outgoing email message (event, task or contact) must not exceed the limit set by *Kerio MailServer* administrator (for detailed information, see the *Kerio MailServer* administrator's guide). otherwise the particular message will not be delivered. No limit applies to incoming mail.

### **Duplication of default folders**

After certain period of using, some default folders, such as *Deleted items*, *Junk email*, etc., may be duplicated in the *Kerio WebMail*'s folder tree.

This problem occurs under the following circumstances:

- besides *Kerio WebMail*, a user connects to his/her mailbox also via an email client which is not directly supported by *Kerio MailServer* (e.g. *MS Outlook Express*),
- this unsupported email client is not in English,
- client applications connects to the server via IMAP.

If the conditions described above are met, the mail client might create its own set of special folders (they cannot be found at the server since their names are in English there). These changes are copied by *Kerio WebMail*.

In *MS Outlook Express*, the problem can be removed by renaming the critical folders (*Sent Items* and *Drafts*) under *Tools* → *Accounts*:

1. Click on the particular email account and click *Properties*.
2. Select the bottom IMAP folder and change the *Sent Items* and *Drafts* folder names (for details, see figure 1.18).



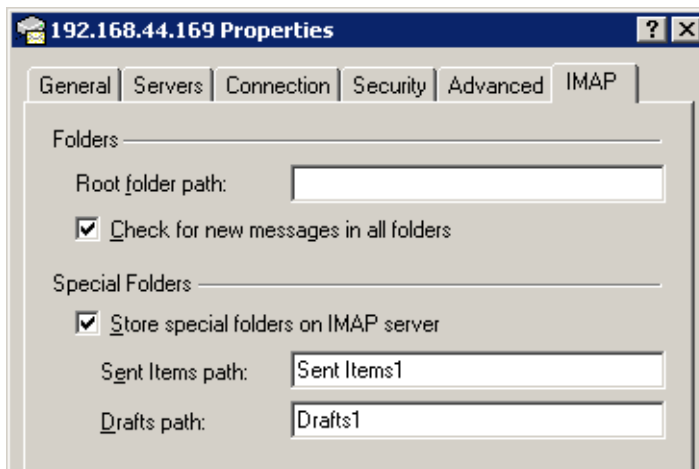


Figure 1.18 Renaming folder names in MS Outlook Express

### Messages signed in MS Outlook

Senders who use *MS Outlook* with the *Kerio Outlook Connector* (however, this problem can arise even if some obsolete email clients are used) can send digitally signed messages in a format that is not supported by *Kerio WebMail*. This problem can be solved by allowing sending of digitally-signed email messages in *MS Outlook* as clear text messages.

If your messages are digitally signed, in *MS Outlook* check the *Send clear text signed message when sending signed messages* option under *Tools / Options* on the *Security* tab (see figure 1.19). This option provides that also *Kerio WebMail* users may read the message.

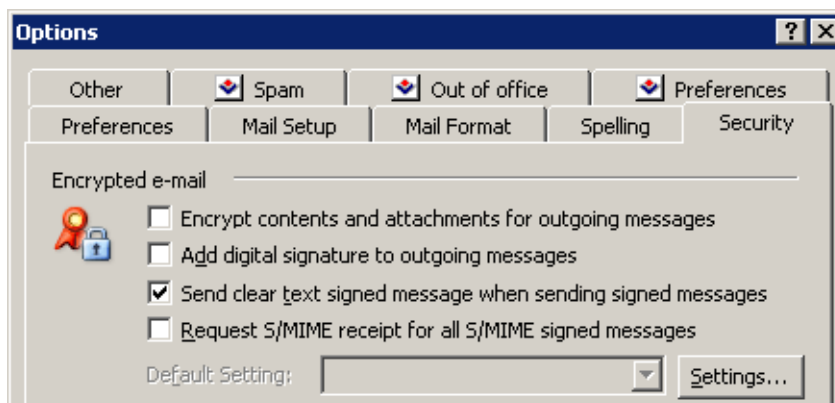


Figure 1.19 Setting verification of digitally signed messages in MS Outlook

*Note:* The settings shown here applies to *MS Outlook 2003*. For *MS Outlook (2000/XP)*, the settings may differ slightly. In *MS Outlook 2007*, these settings may be done under *Tools → Trust Center → E-mail Security*

### **Problems with Back and Forward buttons**

Also note that the *Back* and *Forward* buttons located in the toolbar of the web browser will not work properly in *Kerio WebMail*. Therefore, it is recommended not to use these buttons in *Kerio WebMail*.

## **1.5 Email**

The most frequently used folders are email folders. These folders store all email messages of a particular mailbox. Number of email folders in a mailbox is not limited.

The most essential folder is *Inbox*. By default, new messages are delivered to this folder. It is also possible to make the server deliver messages sorted by certain criteria to other folders, however, this issue will be addressed in chapter 1.12. *Inbox* is showed at figure 1.20.

Another basic email folder is *Sent Items*. Here, copies of all messages sent from the mailbox are stored.

Another email folder to be mentioned is *Drafts*. This folder stores any messages which have been started or even completed but not sent.

The three basic folders described above cannot be removed as they belong to so-called default folders. Details on default folders as well as on other folder types are focused in chapter 1.10.

### **1.5.1 Toolbar**

First, we will focus on the toolbar of email folders to learn about its options:

#### **New mail**

This button opens a dialog where new messages can be created and sent (for details, see chapter 1.5.5).

#### **Reply, Reply All**

The button covers two options:

- *Reply* — a reply to the sender of the message (this option displays the message editor page; the original message text appears in the body of the reply message).
- *Reply All* — a reply to the sender and all recipients of the original message; this option works similarly to the *Reply* option. This option can be found in the selection menu of the *Reply* button.

**Forward**

Click on this button to forward the message to another email address.

**Spam/Not spam**

The toolbar will show only the button that can change the message status.

The *Is spam* button marks the selected message as spam. If a message is marked as spam, the *Kerio MailServer* spam detection tool will automatically mark all similar messages as spam (for more information, see chapter 1.5.7). Such messages will be deleted or moved to *Junk E-Mail*. Use the *Settings* option in the *General* tab to decide if the message should be deleted permanently or moved to the *Deleted items* folder (see chapter 1.11.1).

The spam detection tool may occasionally mark a solicited message as spam. In such cases, it is recommended to use the *Not spam* option. The subsequent messages that are similar to the message above will be treated as non-spam (for more information, see chapter 1.5.7).

**Move or copy**

This option moves or copies the message to a selected folder. Users can also click the selected message and drag it to any of the mail folders in the folder tree.

**Print**

To print messages, click the *Print* button. First, the printed page preview appears; then the standard Print dialog box is displayed.

**Delete**

Click the *Delete* button to delete the message or move it to the *Deleted items* folder.

Use the *Settings* option in the *General* tab to decide if the message should be deleted permanently or moved to the *Deleted items* folder (see chapter 1.11.1).

Messages can be deleted also by the Delete key (in Mac OS X also by Backspace).

**Search for:**

This button opens a standard box called *Search* that allows users to find one or more messages that meet the criteria entered (for more information, see chapter 1.5.9).

Use the *Search* field to find messages based on their subject or sender. Any search string (a word, part of a word or character) can be entered in this field. The messages found will be displayed directly in the main window.

**1.5.2 Message list**

In this section, we will focus on how email folders are displayed and how they work. The mail folders are arranged in a table (list). Each row contains one message and available information. Information to selected messages are listed in the columns.

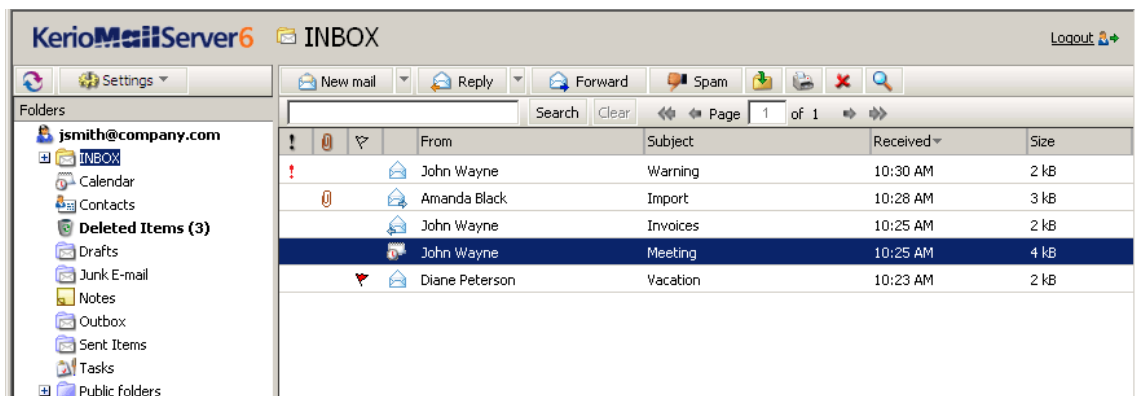














Figure 1.20 The Inbox email folder

Each line may include icons referring to other features of the particular message (the description provided below addresses them in the order from left as they may appear in the line):

- *Priority* — this icon represents the importance of the message. High priority is marked by a red exclamation mark, whereas a blue downward arrow stands for a low priority message. Priorities are set by sender. In chapter 1.5.5, message priority settings are addressed in detail.
- *Attachment* — the paperclip icon indicates that the message contains an attachment (i.e. an attached file).
- *Flag* — flags are represented by a little red flag icon used to highlight messages (so it is later easier to find them).
- *Icon* — these icons indicate different types of messages (forwarded message, spam, invitation, etc.).
- *From* — the address of the sender.
- *Subject* — the subject of the message.
- *To* — the address(es) of the recipient(s).
- *Cc* — the address(es) of the copy recipients.
- *Received* — the date/time when the message was received. On the day of receipt, this column shows only the time data; from the next day on, the date is displayed as well.
- *Date* — the day when the message was sent. If the message is received on the same day, only time data are shown. From the next day on, the date is displayed as well.
- *Size* — the size of the message in kilobytes.

icon	Description
	high priority messages
	low priority messages
	attachment
	message flag
	unread message
	read message
	unread spam
	read spam
	messages already replied
	forwarded messages
	event (meeting invitation or a reply to an invitation)
	task (notice informing of the user's participation on a task or a reply to such a notice)

**Table 1.1** Overview of icons used in message lists

By default, up to 20 messages are listed on one page. To change number of messages displayed on a single page, use the *Settings* section in *Kerio WebMail* (see chapter 1.11.1).

### 1.5.3 Message reading

New messages are delivered to the *Inbox* folder by default (folders for incoming messages can be specified in the rules— see chapter 1.12). The unread messages are marked in bold. The number of unread messages is indicated in parentheses next to the folder name. Double-click selected message to open it in a new window (or select a message in the list and press *Enter*).

The reading pane is an area where the message body is displayed (message body, images, etc.). There are two options of location of the reading pane (at the bottom or on the right — see figures 1.21 and 1.22) or it can be hidden. If the window is hidden, message contents are displayed in separate windows. The reading pane can be enabled or disabled in *Settings*. For detailed information on user settings, see chapter 1.11.1.

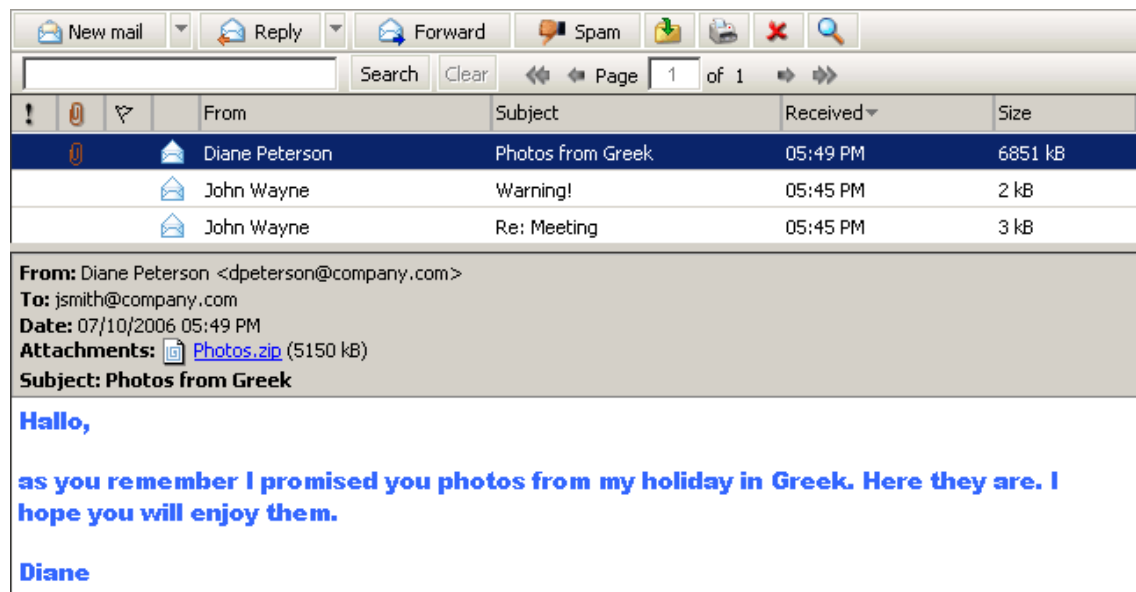


Figure 1.21 Message reading

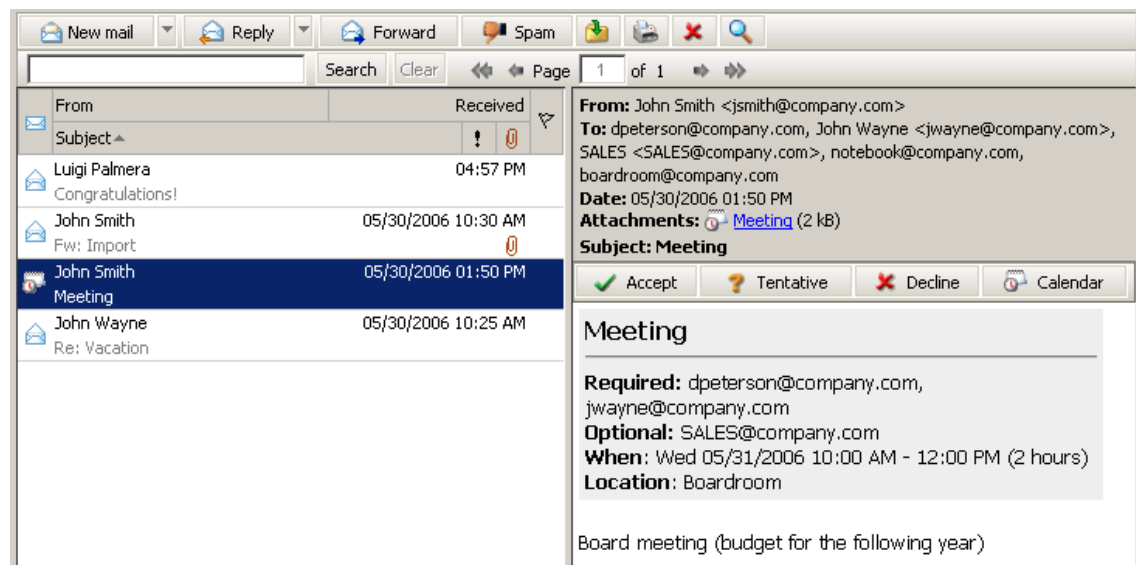


Figure 1.22 The reading pane is located on the right from the list of messages

### Message list editing

- *Adding and deleting columns*

The appearance of the message table can be changed depending on the information shown. *Kerio WebMail* enables users to display or hide any of the columns. Columns can be set as follows:

1. Right-click on the column captions.
2. The pop-up menu that appears contains the *Change columns* option.
3. Click on *Change columns* to open the *Select fields* dialog box and select columns to be shown in the list of messages.

Users can select (check) the columns they want to include in the table. Checked columns will be displayed in the table, unchecked columns will be hidden.

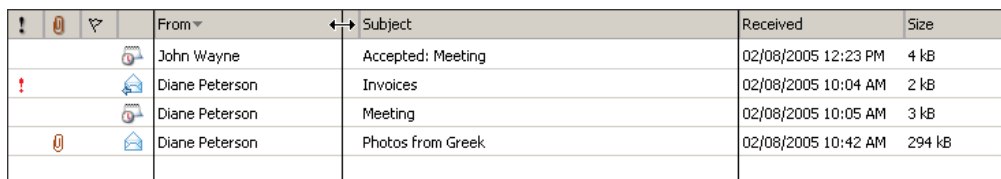
- *Sorting messages by columns*

The detailed information on individual messages is displayed in the columns. Each column enables sorting messages by information. Click the column heading to sort tasks in the ascending or descending order (see the arrow next to the column name) by alphabet, numbers or time (depending on the column contents).

*Note:* For sorting by subject or by sender, items are sorted by the alphabet of the language set in *Settings* as preferred (the *General* tab) in *Kerio WebMail* — see chapter 1.11.1. In result, if for example English is set as preferred and subjects are in German, subjects will be ordered by English alphabet and some specific national characters may also cause problems in sorting.

- *Adjusting the column width*

The width of the message table can be adjusted the same way as in the spreadsheet programs. To change the column width, click between two columns in the table header and drag the cursor right or left as needed (see image 1.23).



	From	Subject	Received	Size
	John Wayne	Accepted: Meeting	02/08/2005 12:23 PM	4 kB
	Diane Peterson	Invoices	02/08/2005 10:04 AM	2 kB
	Diane Peterson	Meeting	02/08/2005 10:05 AM	3 kB
	Diane Peterson	Photos from Greek	02/08/2005 10:42 AM	294 kB

**Figure 1.23** Adjusting the column width

*Note:* Settings of column width is not remembered. Next time opened, the columns return to their default state.

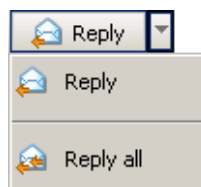
## Attachments

Each incoming message may include one or more attachments. The attachments are files of various types (text, images, audio, video, archived compressed folders, etc.), that can be attached to a message and sent to the recipient.

If you receive an attachment in a message, you can open it, view it and also save it to a folder (by using the pop-up menu opened by right-clicking on the attachment). This opens a standard dialog where the attachment can be saved. Users can also use the pop-up menu of the link (the *Save as* option).

### *Reply to a message*

It is possible to reply directly to any message. This can be done by the *Reply* button available on the toolbar (see figure 1.24). The button includes a menu where it is possible to select from two options (*Reply* to send the reply only to the sender or *Reply All* to send the reply to all addresses included in the original message). Click on one of these buttons to compose the reply message. The email address of the person who has sent the original message is entered automatically in the *To* field. Note also that the subject of the message now contains the *Re* string. This string indicates reply to previous message.



**Figure 1.24** The Reply button menu

The message can be also forwarded to other recipients. Click on *Forward* to edit the selected message where the *To* and *Cc* fields are left blank, because the system does not know who do you intend to forward the message to.

If you receive a message with the *Fw:* string prefixing the subject, you'll know that it is a forwarded message (. *Fw:* detailed information regarding the today's meeting).

### *Message flag*

Each of the received messages can be marked by a flag in *Kerio WebMail*. It is a little colored flag symbol that reminds users of the message it was appended to. Flags help us look up messages easily.

Click the column with the flag image to add a flag to/from a message (see image 1.25). The same method can be followed to remove a flag. Simply click on the flag you wish to remove.



!		From	Subject	Received▼	Size
		<b>Diane Peterson</b>	<b>Photos</b>	<b>12:13 PM</b>	<b>293 kB</b>
!		admin@company.com	Warning	12:12 PM	2 kB
		John Wayne	Re: Meeting	12:11 PM	3 kB

Figure 1.25 Message list

*Note:* Image flags can be added to messages even in *MS Outlook*. The flags appended to messages in this application will be displayed also in *Kerio WebMail* and vice versa. The problem is, that *MS Outlook* enables users to add flags of different colors. *Kerio WebMail* shows all flags in one color.

### 1.5.4 Moving and copying messages

*Kerio WebMail* allows moving and copying of messages between folders. Variety of methods can be used for this purpose and it depends on the user's choice which one they feel more comfortable with. The methods are described in the following section:

#### *The Drag & Drop method*

The Drag & Drop method is a simple way how to move and copy message by using the left mouse button:

1. Put the mouse pointer over the message to be moved. Hold the left mouse button and drag the message over the destination folder. Release the mouse button.

*Note:* To copy the selected message(s), hold the **Ctrl** key (or **Alt** on Mac OS X).

2. Hold down the mouse button (and the **Ctrl** key, when copying) and drag the message to another folder.

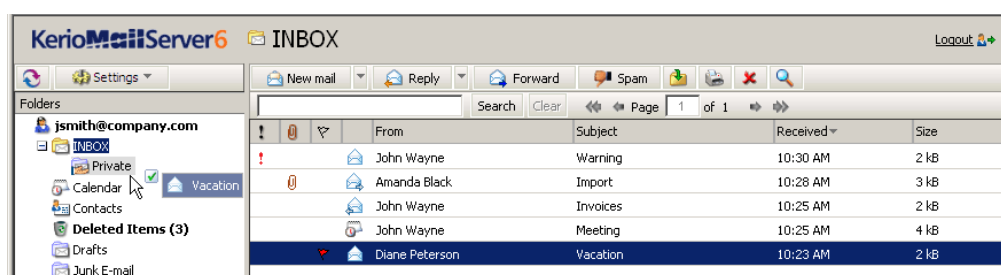


Figure 1.26 Moving messages by the Drag &amp; Drop method

3. A green icon appears when the message is ready to move (see figure 1.26) or a blue icon when ready for copying (see figure 1.27).

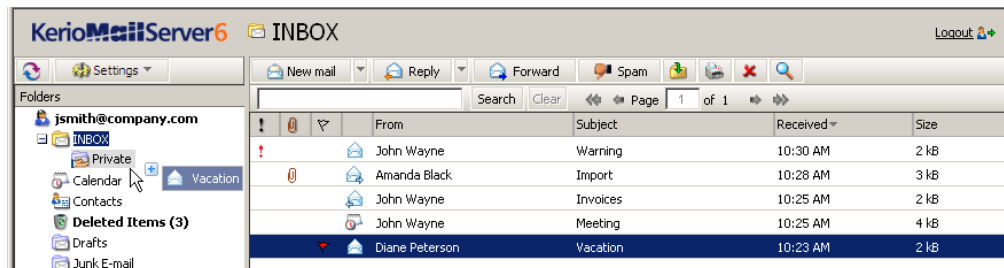


Figure 1.27 Copying messages by the Drag & Drop method

4. Let hold of the button to move the message to the selected folder immediately.

*Note:* Unless the message is dragged over a folder where it can be moved (i.e. any mail folder with corresponding access rights in the folder tree), a red icon is displayed meaning it is impossible to move the message to the particular location.

### Using the Move or copy button

The toolbar includes a clickable *Move or copy* icon. Messages can be move or copied by using this button as described below:

1. Use the mouse pointer to select a message and click on the *Move or copy* button available on the toolbar (see figure 1.28).

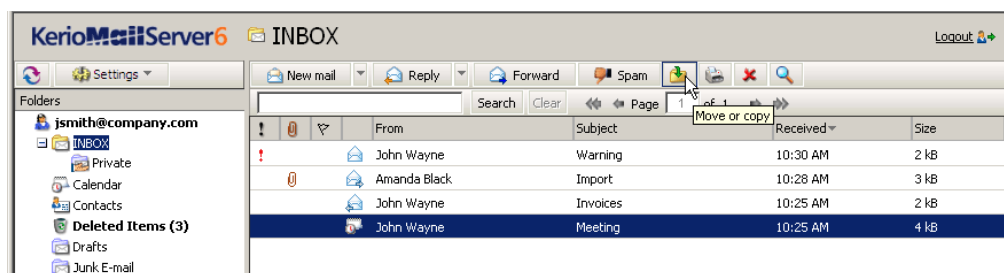


Figure 1.28 Moving/copying messages by the button on the toolbar

2. In the *Folder selection* dialog just opened, select the folder where you want to move or copy the message and click on *Move* or *Copy*.

### Pop-up menu

Messages can be moved or copied also by a special option in pop-up menu:

1. Right-click a message. In the context menu, select *Move or copy* (see figure 1.29).

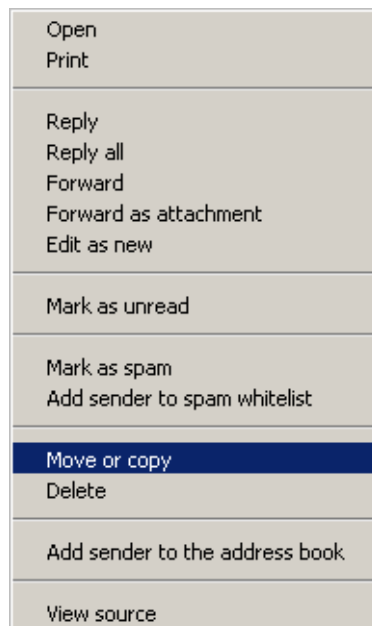


Figure 1.29 Move/Copy messages using the context menu

2. This opens the *Folder selection* dialog where you can select a folder where the message will be move or copied. Click on *Move/Copy*.

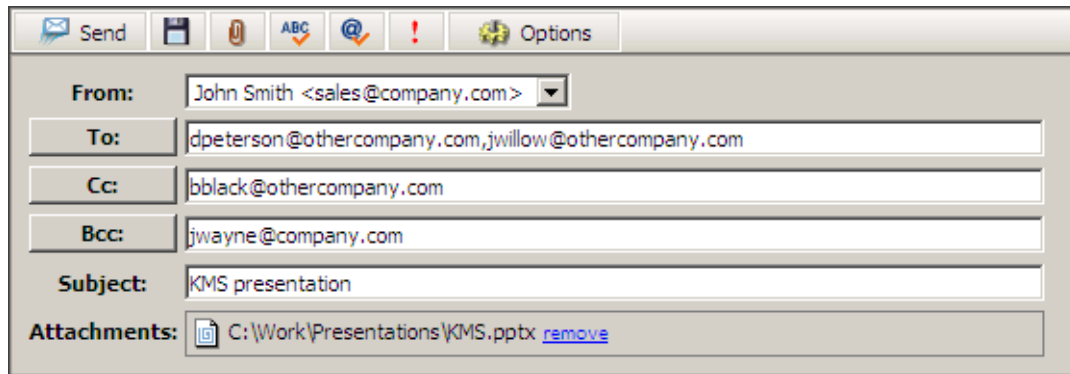
### 1.5.5 Message writing

In *Kerio WebMail*, new messages can be composed in the special window designed for message editing. To open this window, use the *New mail* button on the toolbar. In the mail composer dialog, the message body can be edited, attachments can be added, it is also possible to use spellchecker and/or save the message as a draft.

The window for creating new messages is divided into several sections. The first one allows editing of addressees and message subject (name). This part is called message header. The second section allows insertion of the message. This part is called body. Another section is the toolbar in the upper part of the window. Several functions are included that can be used to manipulate with the current message.

### *E-mail header*

The message header (see figure 1.30) provides the following options:



The screenshot shows the E-mail header form in Kerio WebMail. At the top is a toolbar with icons for Send, Save, Print, ABC (spell check), @ (address book), ! (warning), and Options. Below the toolbar are several input fields: 'From:' with a dropdown menu showing 'John Smith <sales@company.com>', 'To:' with a text field containing 'dpeterson@othercompany.com,jwillow@othercompany.com', 'Cc:' with a text field containing 'bblack@othercompany.com', 'Bcc:' with a text field containing 'jwayne@company.com', 'Subject:' with a text field containing 'KMS presentation', and 'Attachments:' with a file icon, the path 'C:\Work\Presentations\KMS.pptx', and a 'remove' link.

Figure 1.30 E-mail header

#### **From**

This item is displayed only if you use an address different from the default email address (setting of default user address is described in section 1.11.1).

The selected address will be treated as sender address.

#### **To**

Enter the email address of the recipient in this field. More than one email address is allowed; the addresses must be separated by commas (see picture 1.30).

#### **Cc**

The same function as the *To* field. However, this item is used in special cases where the message includes multiple addressee, some of them only being informed of the issue by the message. The addressees included in this section are not expected to reply to the message.

#### **Bcc**

The address entered in this field is hidden for the other recipients. Blind copy is useful especially when a message is to be sent to more email addresses and you want to protect the privacy of one or more users.

#### **Subject**

The subject stands for the message's name. It should provide clear hint on the message content (helpful for later reference).

Next to the fields for recipients' addresses, the *To*, *Cc* and *Bcc* buttons are available (see figure 1.30). These buttons open the search dialog (see figure 1.31) where first and last names can be used to easily filter out particular email address to which the message would be sent. The look-up dialog scans only through the addresses included in the account's contact folders.

Below, you can find detailed description of the look-up feature:

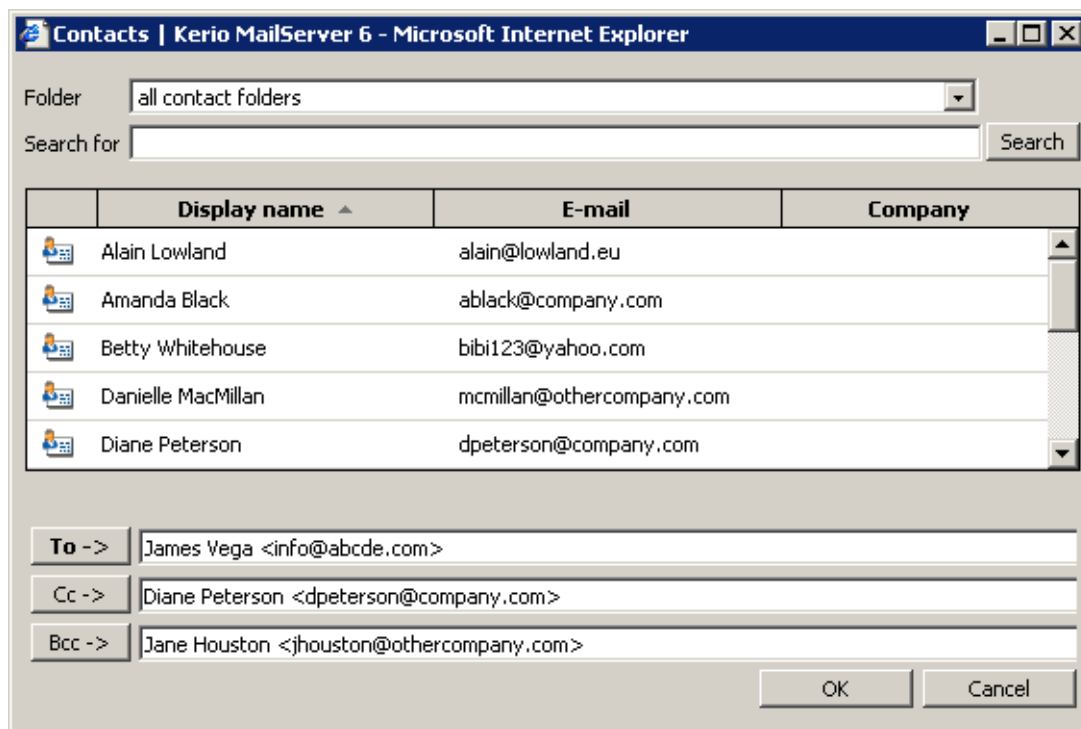


Figure 1.31 Searching in contacts

### Folder

The addresses of recipients can be selected from the personal address book or from other contact folders that the user has connected to. In menu, select folders where the search will be performed.

### Search for:

Enter at least the first letters of the searched contact (first name, last name or a part of email address) which will be used as a searching criteria string.

*Note:* The look-up is not case-sensitive.

Click the *Search* button to start searching using the parameters previously defined.

### **Toolbar**

The toolbar includes several buttons allowing basic operations such as message sending or saving:

#### **Send**

The message will be sent to the addresses entered into the *To*, *Cc* and *Bcc* fields.

#### **Save as Draft**

The message will be saved to the *Drafts* folder, where it can be opened, edited and sent.

#### **Attach**

Use this button to attach a file to a message. More than one file can be attached to the message. Press the *Attach more* button multiple times and select the files you want to attach to the message.

If an undesirable file has been attached to the message by mistake, remove it by clicking on the *Remove* link next to the attachment.

*Warning:* Each attachment appended must not exceed the limit set by the administrator in *Kerio MailServer*, otherwise the particular message will not be delivered.

#### **Spelling**

Use the *Spelling* button to perform a spellcheck of the written text (for more information on spellchecker, see section 1.5.6).

#### **Check**

The *Check for names* button completes addresses by using connected contact folders. By default, the default personal contact folder is set for checking for names. In addition, other contact folders can be added in *Settings* (for details, see section 1.5.8). As well as the *Check for names* button, the **Ctrl+K** shortcut can be used for the same purpose (see section 1.5.8).

#### **Priority**

Press the exclamation mark icon to send the message with high priority.

#### **Options**

The *Options* button opens a dialog box where some of the message parameters can be set, e.g. its priority or delivery confirmation request.

- *Message format* — messages can be sent either as plain text or in HTML format. Users cannot use formatting in the plain text message and the formatting toolbar is disabled. These settings apply only to a single message. General settings can be defined in *Settings* (chapter 1.11.1).

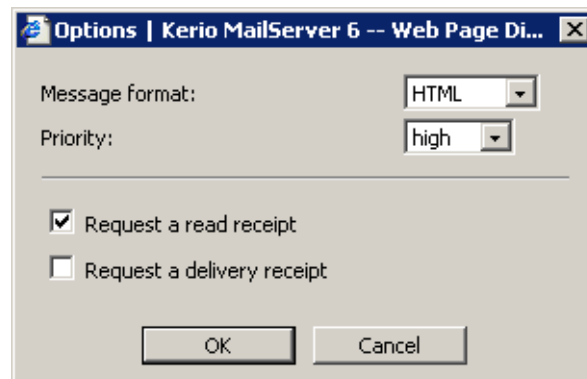


Figure 1.32 New mail options

*Note:* In the Safari browser, HTML editor is not supported and, therefore, the option is not available.

- *Priority* — priority of a message. The priority is indicated by an exclamation mark or an arrow.
- *Request a read receipt* — if this option is enabled, the recipient's client sends the sender an automatic alert that their message has already been read (if conformed by the reader). This option can be therefore used also in cases where an answer is not explicitly demanded but it is important to know whether the message has been read.
- *Request a delivery receipt* — check this option to request an automatic notification of the message's successful delivery. The notification does not provide the information of if the message has been read.

### Message body

The message body consists of the text and attachments (if any).

The message body can be sent as plain or formatted text. Text formatting is allowed thanks to an embedded HTML editor that supports text formatting functionality. However, writing of the email messages in this editor is not supported by some of the browsers:

- *Safari* — the HTML formatting is not supported at all, the messages can be sent only in plain text format.
- *Firefox* — HTML editor is functional, only some of the buttons are disabled (Cut, Copy and Paste icons). Users can use keyboard shortcuts instead of these buttons (chapter 1.11.4).

To format the message text in *Kerio WebMail*, use icons in the toolbar above the text field.



Figure 1.33 Toolbar

### Edits

The dialog box contains standard Cut, Copy and Paste tools. It is possible to use standard key shortcuts (Ctrl+c for copying, Ctrl+v for pasting and Ctrl+x for cutting of the selected object) or the first three icons on the toolbar.

- *Cut* — a selected portion of a text is cut and moved into clipboard.
- *Copy* — a selected portion of a text is copied into clipboard.
- *Paste* — a selected portion of a text or a selected image stored in clipboard is removed from the clipboard and pasted to the place marked by cursor.

Besides the buttons, the Drag & Drop method can be applied when moving or copying text a message. Simply select part of the text and drag it to the desired position while holding the mouse button. Hold down the Ctrl key to copy the text.

### Font

The font can be changed the same way as in other editors. Users can select different fonts, sizes, colors and styles:

- *Fonts* — in *Kerio WebMail*, some basic fonts are available: *Arial (Black)*, *Courier*, *Times New Roman* and *Verdana*.
- *Font size* — click the appropriate icon in the toolbar to change the font size.
- *Font color* — click the appropriate icon in the toolbar to change the font color.
- *Font style* — standard icons for selecting a font style are available in the editor: *bold*, *italic*, *underlined*.

### Paragraph

The text paragraphs can be aligned right, left and centered, as well as indented from the left margin. Use the standard icons in the toolbars to change the appearance of the paragraph.

### Bullets and numbering

Standard icons for creating bullets and numbered lists are available in the toolbar. Click the selected text to enable the bullets/numbering. When users click the icon again, the bullets/numbering are disabled.

### Text highlighting

The selected text can be highlighted in one of the colors of the *Highlight* palette in the toolbar (the last item).

### Hypertext

A hyperlink is an active portion of a text, usually underlined and marked by a different color, that direct users to an intranet or Internet site. The hyperlink is used for



directing to web pages, downloading files, sending email or accessing discussion groups.

Use the *Create link* icon in the toolbar to enter the URL for the hyperlink.

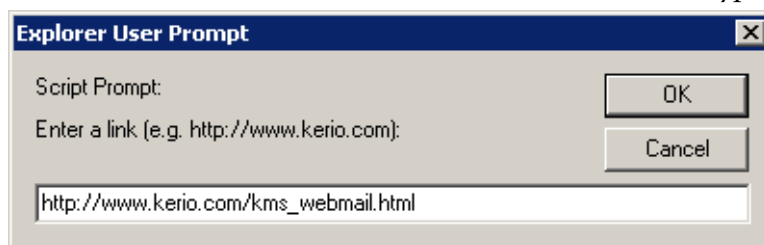


Figure 1.34 Link

Use the *Remove link* icon to delete the hyperlink.

The following example illustrates how to use the hyperlinks:

Here is a fragment of a possible message body: “I am sending you a link to an interesting website”. The “interesting website” part can be used as a hyperlink.

Solution:

Mark the words “interesting website” by cursor and click the *Create link* button. A dialog box for creating a link appears. Specify the URL entry with corresponding URL address.

**Warning:** If an email composition takes longer, connection between the server and the browser may be lost. If this happens, finish the message and enter your user password in the dialog which is opened upon attempting to *Send* or *Save* the message. Then the attempted action will be performed.

### ***Moving attachments by the Drag & Drop method in Firefox***

Firefox supports moving of attachments to the message editor’s window by the Drag & Drop method. The *dragdropupload* plugin is required for this action (available at <https://addons.mozilla.org/firefox/2190/>).

After installation, it is necessary to check whether the plug-in was installed successfully.

1. In the *Tools* menu, select *Extension*.
2. This opens the *Extensions* dialog. After successful installation, the dialog contains the *dragdropupload* plug-in (see figure 1.35).

The plug-in allows to attach one or more files to email messages by the Drag & Drop method in one of the following ways:

1. Open the message editor. To attach files to a message, left-click on them, hold the mouse button and drag them to the *Attachment* toolbar button. This adds the

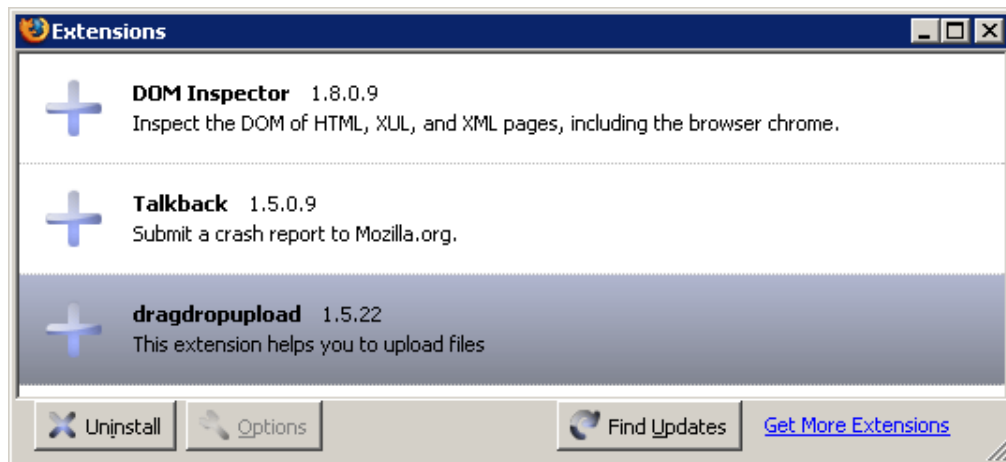


Figure 1.35 The Extensions dialog

attachments to the message.

2. Open the message editor. Click on *Attachment*. This opens an empty entry for specification of the attachment path. Simply left-click on the files to be attached, drag them to the blank entry and release the mouse button. This attaches the files to the message.

### 1.5.6 Spellchecker

Use the *Spellcheck* button in the *New mail* toolbar to start the spellcheck. If an error is detected, a dialog is displayed with the incorrect phrase highlighted (see figure 1.36). The following options are available:

- Select a correct phrase in the *Suggestions* dialog box and click *OK* to confirm.
- Insert the correct phrase manually in the *Change to* dialog box and click *Change* to confirm.
- If the phrase was entered correctly, click *Skip* to skip the phrase.
- Use the *Skip all* button, if the phrase appears frequently in the text. All occurrences of the phrase in the text will be skipped.
- Click *Add* to add the phrase in the dictionary. New phrases can be also added using a special dialog box created for this purpose — see below.
- Click *Delete* to delete the phrase.

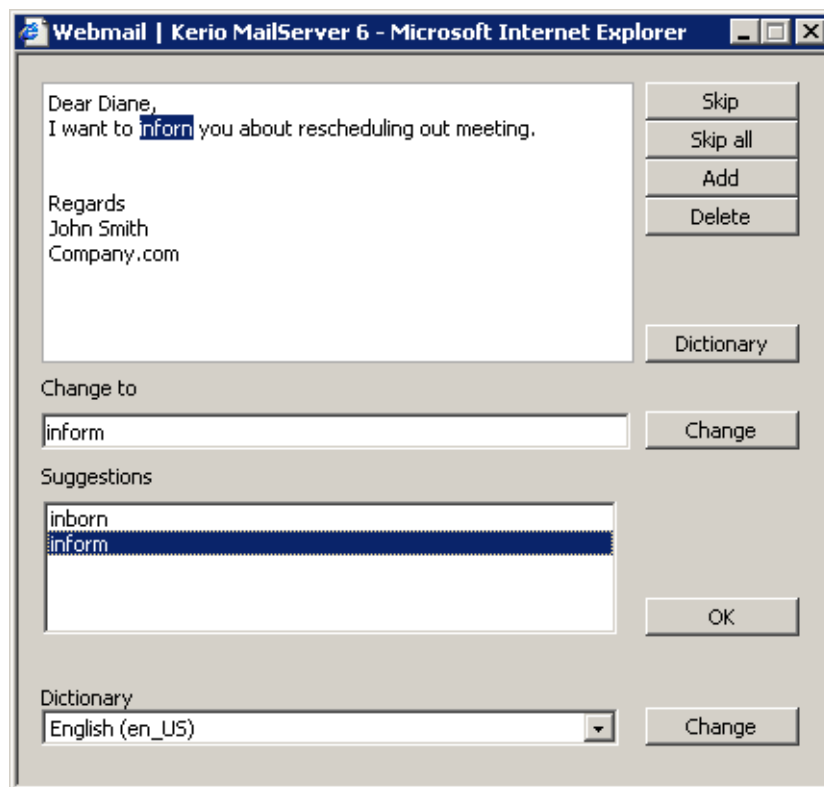


Figure 1.36 Spellchecker

In order for the dictionary to work properly, select the correct dictionary for the written text. Users can use either the *Dictionary* menu (the last item in the dialog) or *Settings* menu (chapter 1.11.1).

### Dictionary

*Kerio WebMail* contains a personal custom dictionary where unknown phrases not available in the default spellcheck dictionary can be entered. Each user can thus create his/her own dictionary.

The default dictionary used for spellcheck can be amended when needed. Select the *Dictionary* item from the *Settings* menu in the spellcheck dialog. Users can add or delete words to and from the dialog box that is opened (see figure 1.37). New words and expressions can be added to the dictionary also when spellchecking a message.

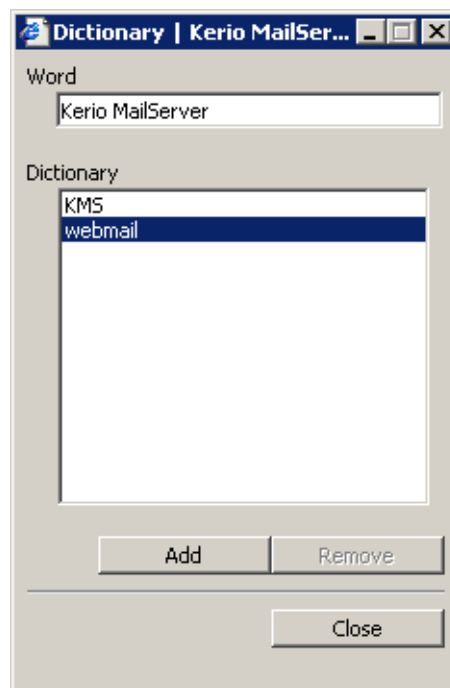


Figure 1.37 Dictionary

### 1.5.7 Spam filter

Spam messages are mostly represented by advertisements. Spam are usually sent in bulk and the recipient addresses are obtained by illegal means (e.g. by tapping the network communication). In their wilder modifications, spams may also distribute and seed dangerous viruses.

*Kerio MailServer* contains a sophisticated antispam filter. The filter is designed so that it can recognize specific attributes of spam from the message contents (spam messages usually contain specific keywords that can be recognized and counted by the filter). Each message is assigned a numeric score; if this value exceeds the limit set in *Kerio MailServer*, the message is marked as spam.

#### *Self-learning antispam filter*

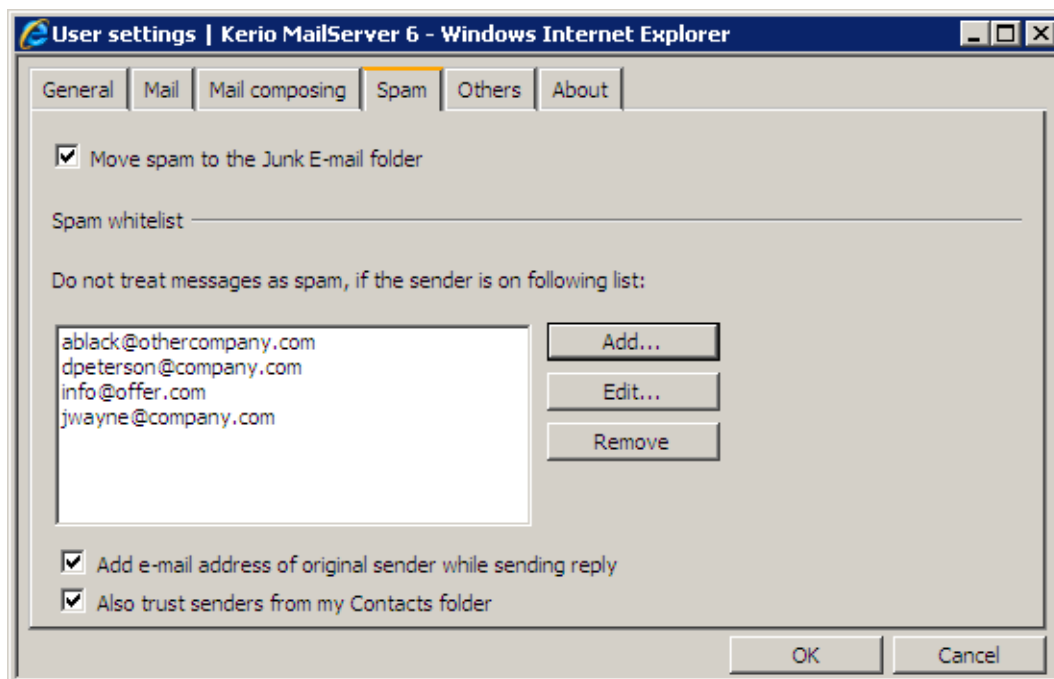
The built-in antispam filter may let some spam messages through from time to time by mistake (their score is low) and mark some regular messages as spam (their score is too high). For the reasons above, the antispam filter allows modification to the database used for recognition of spam messages. This method, however, requires user input. Users should reassign the incorrectly evaluated messages to correct types (spam / non-spam) so that the filter learns to recognize them in the future.

*Kerio WebMail* uses the *Spam* and *Not spam* buttons located in the toolbar to mark the messages correctly. Highlight the incorrectly marked message and click one of the buttons. The filter receives information regarding update of the database. This decreases chance for incorrect deliveries.

### *A rule for unwanted messages*

All messages marked as spam can be automatically delivered to *Junk E-mail* folder, created in the folder tree for this purpose. This function may be enabled when creating the email account or it can be enabled by the users themselves in their user settings, on in the *Spam* tab (for details, see chapter 1.11.1).

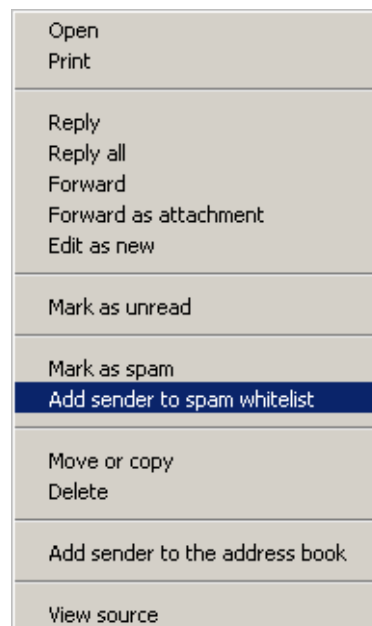
To enable the spam rule, check the *Move spam to the Junk E-Mail folder* on the *Spam* tab (see figure 1.38). Once the rule is enabled, it is also recommended to enable the rule which allows messages sent from addresses included in the user's contact folders skip the antispam check.



**Figure 1.38** User settings — Spam tab

It is also possible to add addresses to a special whitelist. Messages sent from the addresses involved in the list will be considered as non-spam. To add an address to the whitelist, users can use one of the following options:

1. On the *Spam* tab in user settings (see figure 1.38).
2. Right-click a message in the list to open the pop-up menu and select *Add user to spam whitelist* (see figure 1.39).



**Figure 1.39** The message pop-up menu

This option prevents from moving solicited messages with some attributes of spam to the *Spam* folder.

*Note:* The spam rule has higher priority than rules set in the *Filters* dialog box (see chapter 1.12). If the filter includes any rule which in any way handles messages marked as spam, the action set in this rule is ignored.

### 1.5.8 Automatic check for email addresses

Automatic check for email addresses helps to accelerate writing of addresses and ensures that the addresses entered will be correct.

Upon entering of first letters of email address in the address entry, this feature uses all contact folders to look up all addresses matching the string. The search focuses on items *First Name*, *Last Name*, *E-mail Address* and *Company*. The offered items include

also user groups with email address and distribution lists if their name (or their email address in case of groups) matches the string.

*Warning:* Search results do not include email addresses in an unallowed form. This rule applies especially to contacts where the email address entry includes addresses separated by a comma. Such contacts were previously used as a type of distribution lists. It is recommended to remove such contacts and create distribution lists instead. Detailed description on distribution lists and their usage are addressed in section 1.6.8.

If multiple addresses matching the string are found, a menu is opened that lists all addresses, user groups and distribution lists matching the string (see figure 1.40).

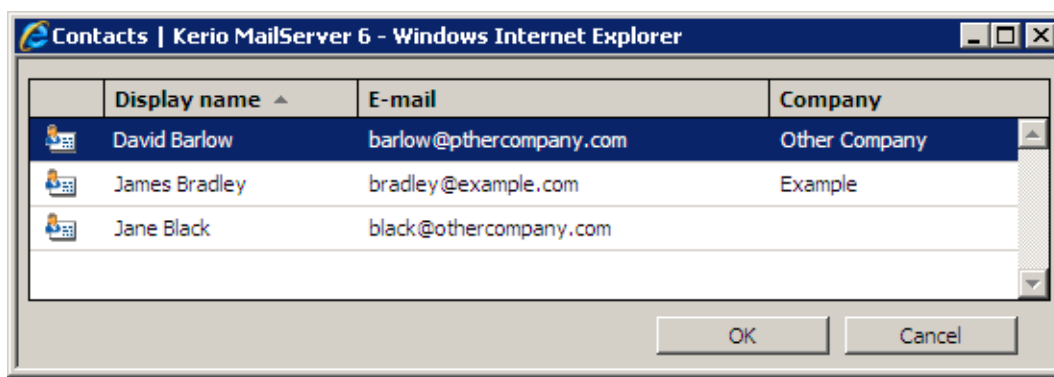


Figure 1.40 List of contacts matching the string

Initiation of the look-up function depends on *Kerio MailServer* configuration:

- Automatic check for addresses is disabled in *Settings* — to check for an address, it is necessary to click on the *Check Names* button icon available on the toolbar or to use the **Ctrl+k** keyboard shortcut.
- Automatic check for addresses is enabled in *Settings* — detected addresses matching the string are filled in the entry when the pointer is moved to another textfield. To check for addresses while entering multiple addresses, click on the *Check for names* icon on the toolbar or use the **Ctrl+k** shortcut.

In *Kerio WebMail*, the automatic check for addresses can be enabled/disabled under *Settings*:

1. Go to *Settings* (under *Settings* → *Settings*).
2. Switch to the *Mail* tab.
3. Check or uncheck the *Check names automatically* option (see figure 1.41).

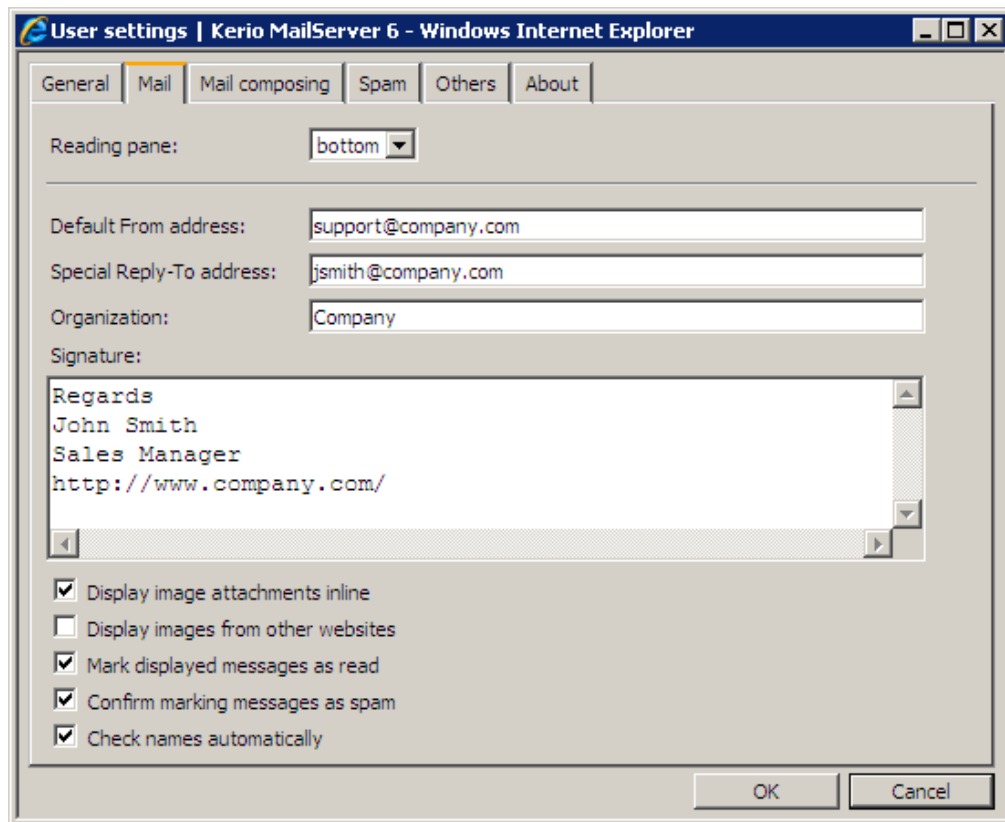


Figure 1.41 Settings — Automatic checks for addresses

Addresses are searched in contact folders where the check is enabled. By default, the check is enabled only for the default private Contact folder and the default public Contact folder. Other folders can be added as described below:

1. Go to *Settings* (under *Settings* → *Settings*).
2. Switch to the *Mail composing* tab.
3. Click on *Choose folders* at the *Search for contacts in selected folders* item.
4. Check folders to be added to the scanned folders (see figure 1.42).
5. Click *OK* to confirm settings.

*Warning:* The more folders are included in the check, the longer the search may take.



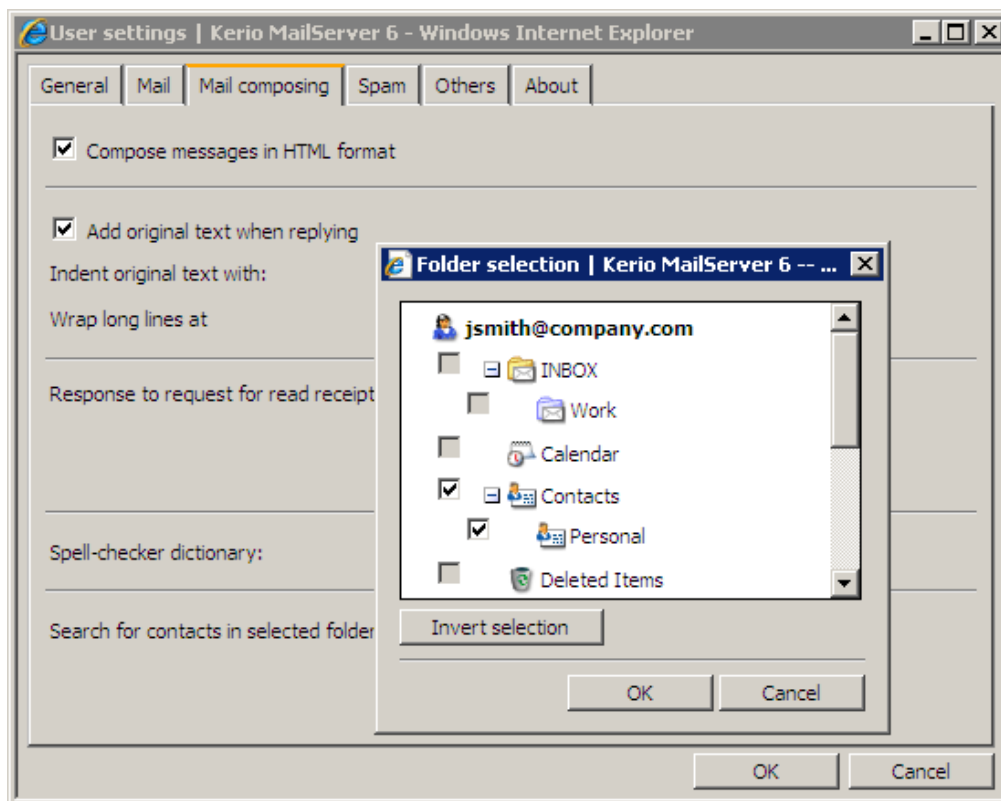


Figure 1.42 Settings — Adding contact folders to the automatic check for names

### 1.5.9 Looking up messages

The message look-up helps find specific messages quickly, using the criteria defined. The standard search form is used for searching messages in *Kerio WebMail* mail folders. Use the *Search* button (the magnifying glass icon in the toolbar) to open the form.

If the search fails or too many messages are found, the data can be modified and searched again.

The search window is divided into three parts. The first part lists the folder where the search is performed (the current folder by default). To change this setting, click the *Browse* button located on the right of the *Folder* item.

The other part of the window contains two tabs used to define the search parameters:

On the *General* tab, users can perform the basic search by subject or sender/recipient.

#### Search for:

Insert a string that will be used as a searching criteria.

### Where

The menu offers only the *Subject* option.

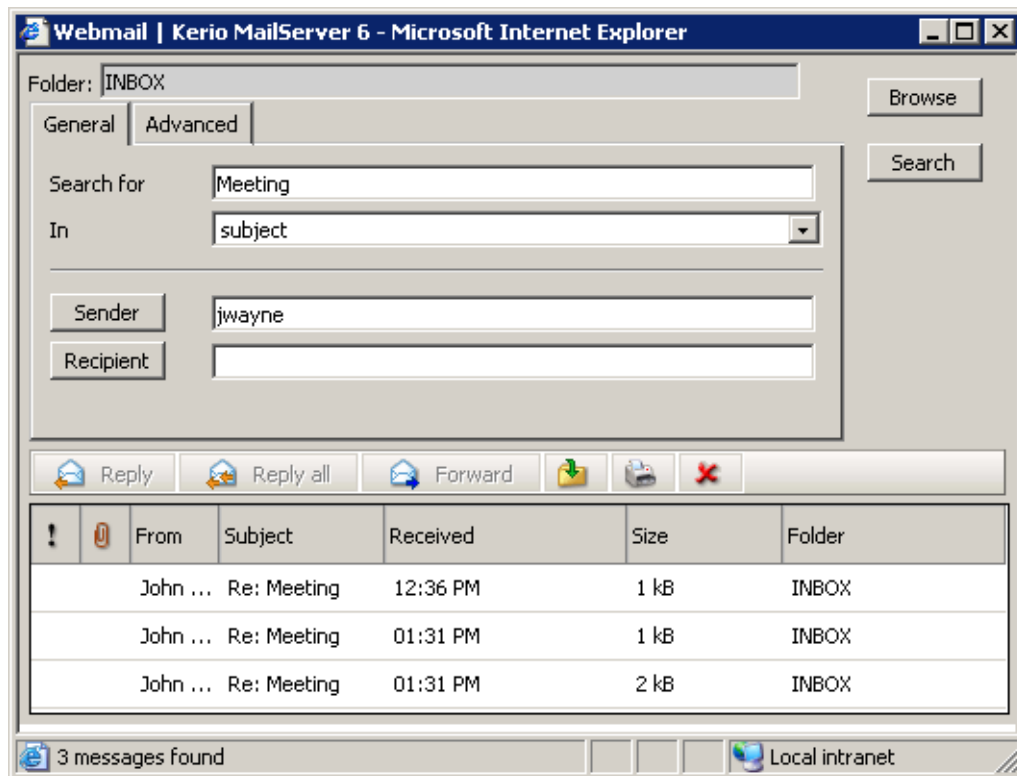


Figure 1.43 Searching — General tab

To search by subject, enter a corresponding string to the *Search* textfield and click on *Search*. Searching results will include all messages which contain the string.

### Sender

Use the *Sender* textfield to specify a string that will be used as a searching criteria applied to senders' addresses. You can also click the *Sender* button to open a dialog box where email addresses can be selected from your contact folders.

### Recipient

Use the *Recipient* textfield to specify a string that will be used as a searching criteria applied to recipients' addresses. You can also click the *Recipient* button to open a dialog box where email addresses can be selected from your contact folders.

To list all messages from any sender/recipient, simply use their address as a searching criteria and click *Search*.

It is also possible to combine searching criteria. For example, to search a particular message where you know the sender, use the *Search* (searching by subject) textbox to specify a particular string and the *Sender* field to enter an email address.

Use the *Advanced* tab to specify additional criteria for searching:

**Only items that are**

Narrowing of items by the read/unread criteria.

**Only items with**

Narrowing the list of items by the flagged/non-flagged criteria.

**Only items**

Narrowing the list of items by the attachment/no attachment criteria.

**Date**

Searching messages sent or received within the selected time period.

**Size**

Searching messages by size.

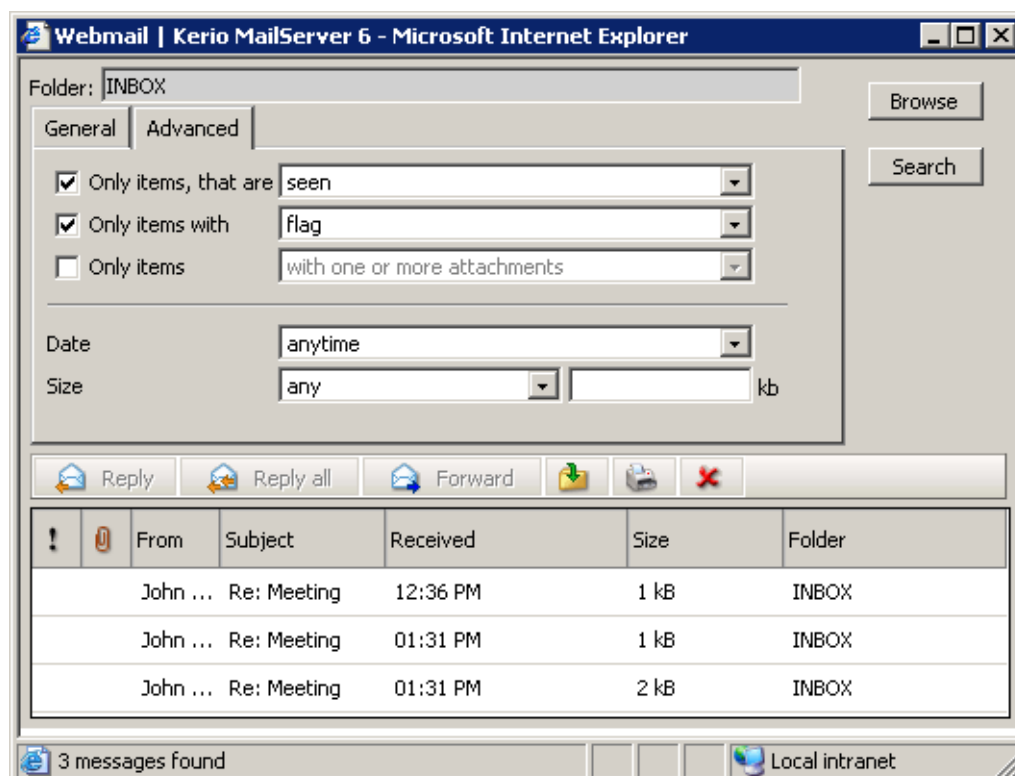


Figure 1.44 Searching — Advanced tab

The last part contains a table with search results and a toolbar. Using this toolbar, users can handle individual messages right in the table.

As in other similar table displays, also in *Kerio WebMail* it is necessary to select a message with the cursor. The toolbar icons become active. The pop-up menu can also be used for the same purpose.

### *Using the Search field*

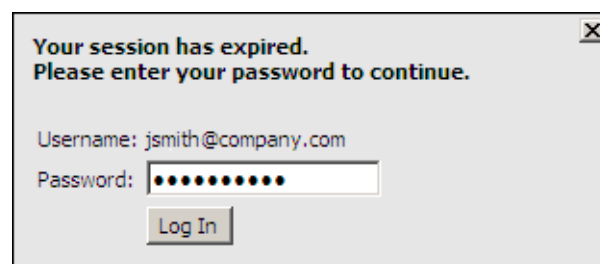
Another way of looking for a specific message is the *Search* field in the toolbar. Search string (a word, part of a word or a character) can be entered in this field. Messages are looked up by sender address or message subject. Simply enter the first letters of an address or subject. The messages found will be listed directly in the message list.

#### 1.5.10 Interrupted connection between the server and the browser

Sometimes, the connection between *Kerio MailServer* and a web browser may be interrupted. Connection may be interrupted by a connection failure or by expiration of the session timeout set in *Kerio MailServer*.<sup>1</sup>

If the connection fails, it is necessary to reconnect by authentication by username and password.

If a message is just being edited when the connection fails, it is possible to finish it and reconnect by authenticating by username and password upon clicking on the *Send* button (see figure 1.45).



**Figure 1.45** The dialog for authentication through username

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<sup>1</sup> Kerio MailServer allows setting of timeouts for total time of sessions and for idle connections. These settings increase security of Kerio WebMail usage.

*Warning:* Beware of closing the window with the edited message before the new authentication. Otherwise, the message will be lost.

## 1.6 Contacts

Most of us use or at least know address books and little notebooks where names, phone numbers and addresses of family members, friends, colleagues, business partners and other people are kept. Another possibility to remember contacts is keeping of business cards provided by people we meet. In these times of booming electronic communication where we are almost becoming slaves of time, looking contacts up in tiny pocket books and visit-card filers is too time-consuming and ineffective.

For this reason, contact folders have been developed. Actually, these folders are electronic address books replacing the old-fashioned methods of contact maintenance. In addition to the fact that all contacts are kept together, other advantages come along, such as easy look-up and automatic recognition of known email addresses while being written.

In addition to creating and maintaining of single contacts, contact folders allow creating and maintaining of distribution lists. Distribution lists are groups of contacts recognized by a single group name. This name is simply used instead of entering all included addresses separately.

Contact folders provide a large scale of benefits addressing maintenance of contacts, distribution lists, etc. These benefits are focused in this chapter.

### 1.6.1 Toolbar

This section describes actions related to contacts (available from the contact folder toolbar):



Figure 1.46 Contacts folders toolbar

#### New contact

This button opens a dialog box where users can create a new contact (see section 1.6.3). The menu also includes an option to create a new distribution list (see figure 1.47).

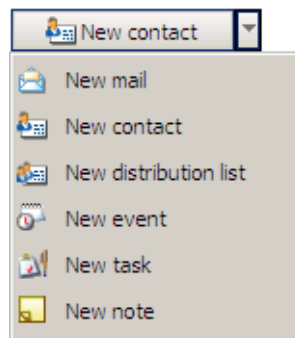


Figure 1.47 New contact, New distribution list

### Move or copy

The icon can be used to move or copy the contact to another folder (for details, see section 1.6.6).

### Print

Click the *Print* button to print the selected contact. First, the printed page preview appears; then the standard Print dialog box is displayed.

### Delete

Use this icon to delete the selected contact. Contacts can be deleted also by the Delete key (in Mac OS X also by Backspace).

### Forward

Use this button to forward the selected contact. Contacts are forwarded in a special format supported by *Kerio WebMail* and *MS Outlook* so that it is possible to move the contact directly to the contact folder.

### Search

Clicking on the button opens a dialog where criteria can be defined for search for a contact (for details, see section 1.6.5).

### View address cards/phone book

You can switch between two view modes. Contacts can be displayed either as address cards or ordered in a list.

Users can work with *Contacts* folders the same way they work with other folders. This means these folders can be shared and shared folders can be subscribed. Details on sharing and subscription of folders are provided in chapter 1.10.

## 1.6.2 Contacts display

The contacts in *Kerio WebMail* can be displayed in two ways; either as individual cards, or as a list of contacts. Use the menu in the toolbar to set the display mode (see picture 1.48).

*Note:* For classification by contacts, items are sorted by the alphabet of the language set in *Settings* as preferred (the *General* tab) in *Kerio WebMail* — see chapter 1.11.1. In result, if for example English is set as preferred and subject are in German, contacts will be ordered by English alphabet and some specific national characters may also cause problems in sorting.

By default, up to 20 contacts are listed on one page in contact folders. Number of messages displayed at one page can be changed, however, it is necessary to keep in mind that the same settings apply also to email and task folders. To change number of items displayed on a single page, use the *Settings* section in *Kerio WebMail* (see chapter 1.11.1).

### Cards

Besides other methods, the cards can be sorted by alphabet letters, available below the toolbar as links. By clicking a specific letter, the first contact starting with this character will be highlighted.

*TIP:* Pressing *Shift+letter* when searching in the row of letters, the contacts starting with this character are marked.

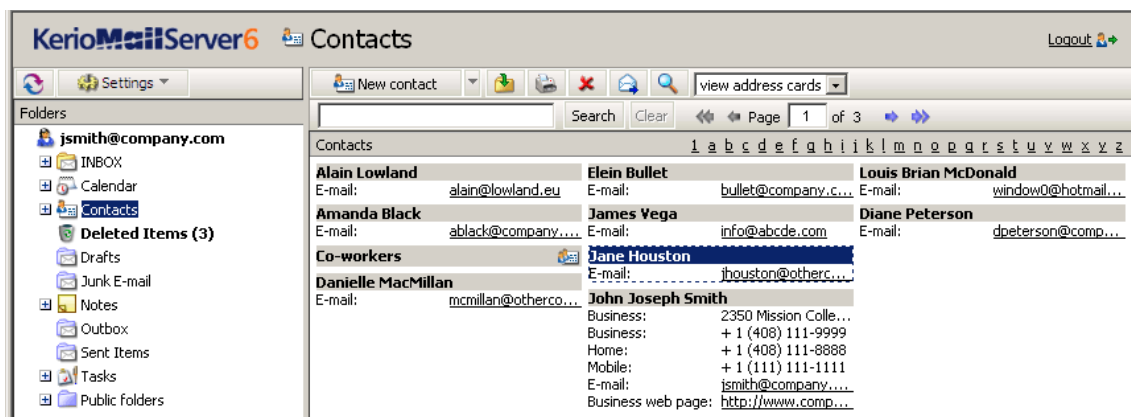


Figure 1.48 Contacts

Users can also use the purple arrows to navigate between the pages with contacts.

### List

In the list view mode, information to individual contacts are listed in the columns. Contacts can be sorted according to the information. This view mode provides several advantages. First, columns can be sorted and ordered in accordance with information they include. Click the column heading to sort contacts in the ascending or descending order (see the arrow next to the column name) by alphabet, numbers or time (depending on the column contents).

Users can also customize the information to be displayed. The columns can be added or deleted. Right-click the table header and specify the column settings in the window where columns to be displayed can be selected. The pop-up menu contains the *Change columns* option.

The width of the contacts list can be adjusted the same way as in the spreadsheet programs. To change the column width, click between two columns in the table header and drag the cursor right or left as needed. When the window is refreshed, layout of the columns is set to the default mode.

### 1.6.3 New contact

Click on the *New contact* button in the toolbar or use the *New contact* item in the main folder panel's pop-up menu to access a dialog box with three tabs where the information about a specific person can be entered.

The first tab (see figure 1.49) includes entries for general information to be specified. (the first and last name, phone number, email address or personal web page URL can be specified).

The screenshot shows a web browser window titled "New contact | Kerio MailServer 6 - Windows Internet Explorer". The dialog box has a toolbar with "Save and close" and "Mail to contact" buttons. It features three tabs: "General", "Address", and "Details". The "General" tab is active and contains the following fields:

- First name:** John
- Last name:** Smith
- Company:** Company
- Job title:**
- File as:** John Smith (dropdown menu)

Below these are two sections:

- Phone numbers:**
  - Business:** +1(408)111-9999
  - Home:** +1(408)111-9988
  - Mobile:** +1(408)111-9998
  - Assistant:** (dropdown menu)
- Internet:**
  - E-mail:** (dropdown menu) jsmith@company.co
  - Web page:** (dropdown menu) http://www.compan
  - IM address:**

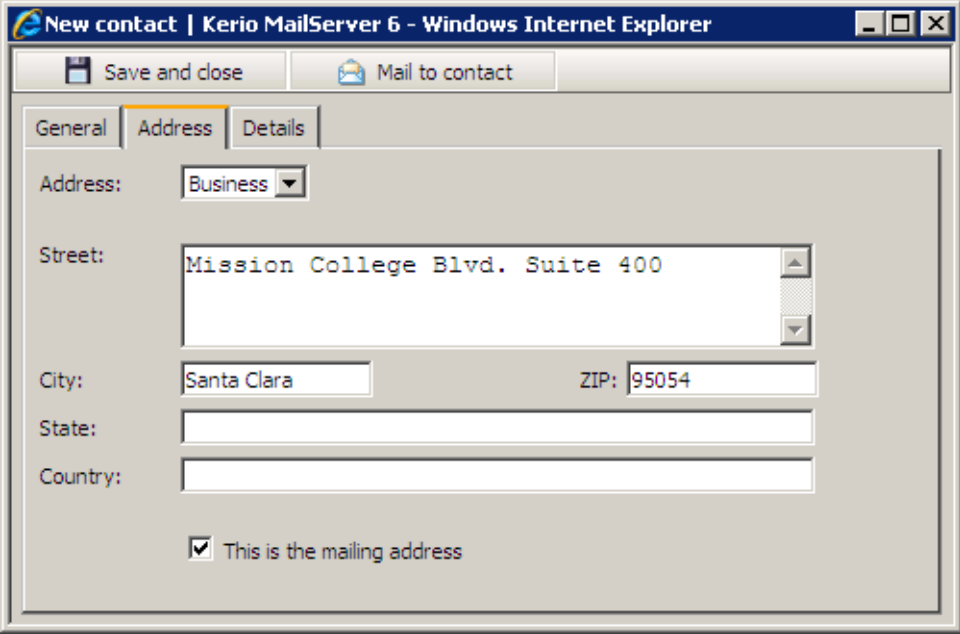
At the bottom, there is a **Categories** dropdown menu set to "Business" and a **Private** checkbox.

Figure 1.49 New contact — General tab



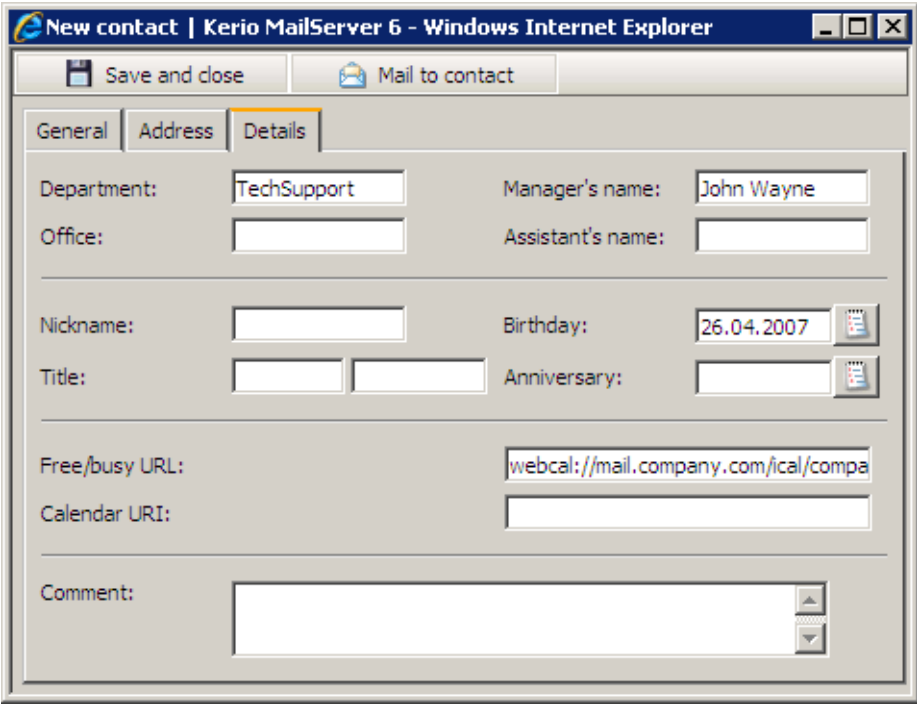
*Note:* It is not recommended to use multiple email addresses in the *E-mail* entry to create recipient lists. For this purpose, *Kerio MailServer 6.2* allows creation of distribution lists (for details, refer to chapter 1.6.8).

The *Address* tab (see figure 1.50) includes information referring to user addresses. In this tab, three different addresses — *Business*, *Home* and *Other* — can be specified. The address type can be selected in the *Address* menu. Check the *This is the postal address* option to select one of the addresses as primary.



**Figure 1.50** New contact — Address tab

The *Details* tab (see figure 1.51) contains additional information about the contact, such as birthday, anniversary or title.



The screenshot shows a web browser window titled "New contact | Kerio MailServer 6 - Windows Internet Explorer". The browser's address bar is empty. The page has a navigation bar with two buttons: "Save and close" and "Mail to contact". Below the navigation bar are three tabs: "General", "Address", and "Details". The "Details" tab is currently selected and highlighted. The form contains several input fields and labels:

- Department:** Text input field containing "TechSupport".
- Office:** Text input field.
- Manager's name:** Text input field containing "John Wayne".
- Assistant's name:** Text input field.
- Nickname:** Text input field.
- Birthdate:** Text input field containing "26.04.2007", with a calendar icon to its right.
- Title:** Text input field.
- Anniversary:** Text input field, with a calendar icon to its right.
- Free/busy URL:** Text input field containing "webcal://mail.company.com/fical/compa".
- Calendar URI:** Text input field.
- Comment:** A large text area with a vertical scrollbar.

Figure 1.51 New contact — Details tab

### 1.6.4 Private contacts

Private contacts can be used especially for sharing of contact folders with other users. If a user shares a private contact folder with other users, it is possible to mark certain contacts as private. These contacts will not be displayed to anyone else except the user with whom the contacts are shared and even the person who shares these contacts cannot see them in the shared folder.

To mark a contact as private, do the following:

1. Double-click on the contact to show its details.
2. On the *General* tab, enable the *Private* option (see figure 1.49).
3. Save changes by clicking *Save and Close*.

**Warning:** Private contacts are treated as private only if the client where private contact folders are viewed supports this feature. In other client applications (like *MS Outlook*), it is possible to view and edit contacts without any restrictions by users with appropriate access rights. This implies that information included in private contacts are not well secured.

### 1.6.5 Searching in contacts

There are several ways of searching in contact folders based on the type of display. The cards display enables users to search for contacts using the letters under the toolbar. By clicking a specific letter, the contacts starting with this character are highlighted.

When contacts are displayed in the form of a list, only the standard ascending and descending order of messages is possible. Thus, searching for a specific contact is not very efficient, especially when there are too many contacts in the folder.

Searching for contacts using the Search window is completely different from the above procedure. Use the *Search* button (the magnifying glass icon in the toolbar) to open the window or enter a string (a word, part of a word or a character in the message to be searched for) into the *Search for:* field in the toolbar.

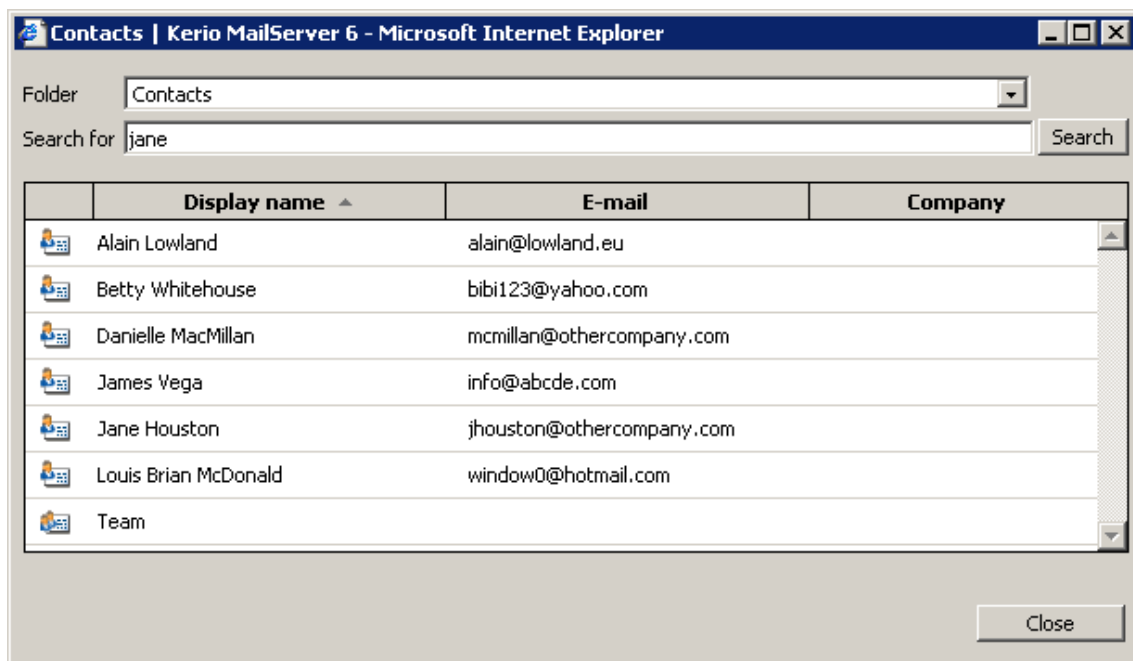


Figure 1.52 Search contact

Use the first option (the magnifying glass button) When opened, the dialog window provides a list of all contacts saved in the folder. When searching for a particular contact, the following information is used as the search criteria:

#### Folder

Set folders in which the search will be performed. By default, the folder from which the dialog was opened is selected.

### Search for:

This entry can be used to enter a string which will be searched (the first letters of first name, second name or username can be used). The search string is not case-sensitive.

Click on *Search* to run the searching.

Users can also enter the search string into the appropriate field in the toolbar (see figure 1.46). Click *Search* to open the *Search* window. Only the contacts containing the specified string are listed. If the searched contact is not included in the table, retry the search process upon modifying the string or switching to another folder (the search applies only to the folder currently opened).

### 1.6.6 Moving and copying contacts

Kerio WebMail allows moving and copying of contacts between folders. Variety of methods can be used for this purpose and it depends on the user's choice which one they feel more comfortable with. The methods are described in the following section:

#### The Drag & Drop method

Drag & Drop is a simple method for moving and copying items by using only the mouse:

1. Hover a contact with the mouse pointer and click on the left mouse button. Hold the button and drag the contact over the destination folder. Release the mouse button.

*Note:* To copy the selected contact(s), hold the **Ctrl** key (or **Alt** on Mac OS X).

2. Hold down the mouse button (and the **Ctrl** key, when copying) and drag the contact to another folder.

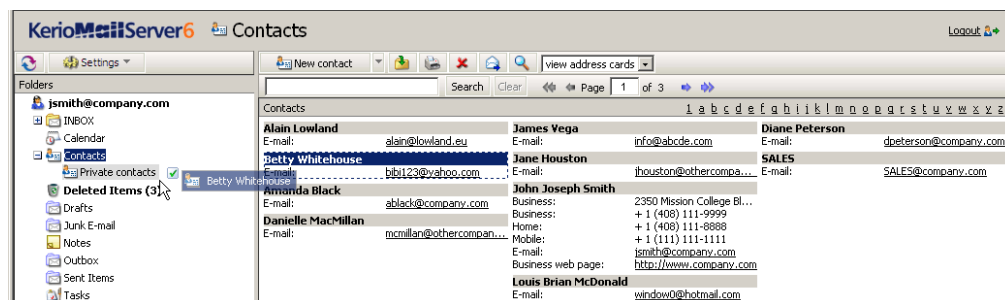


Figure 1.53 Moving contacts by the Drag & Drop method

3. A green icon appears when the contact is ready to move (see figure 1.53) or a blue icon when ready for copying (see figure 1.54).

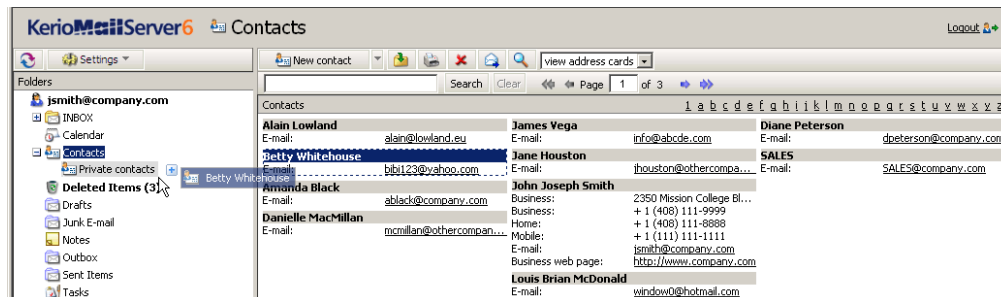


Figure 1.54 Copying contacts by the Drag &amp; Drop method

4. Let hold of the button to move the contact immediately.

*Note:* Unless the contact is dragged over a folder where it can be moved (i.e. any mail folder with appropriate access rights in the folder tree), a red icon is displayed meaning it is impossible to move the message to the particular location.

### Using the Move or copy button

The toolbar includes a clickable *Move or copy* icon. Contacts can be move or copied by using this button as described below:

1. Use the mouse pointer to select a contact and click on the *Move or copy* button available on the toolbar (see figure 1.55).

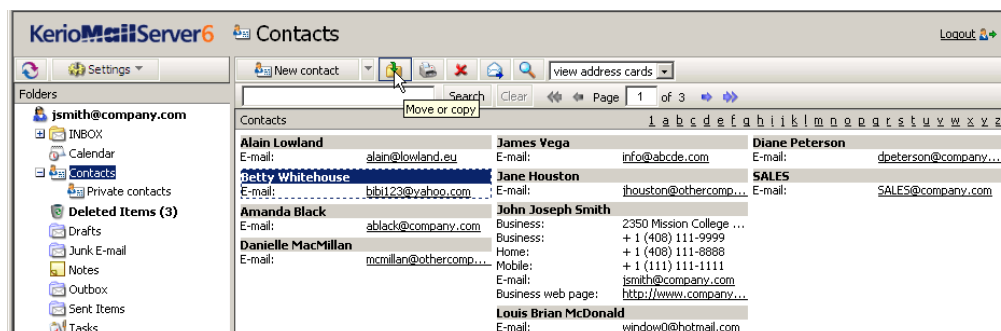


Figure 1.55 Moving/copying contacts by the button on the toolbar

2. In the *Folder selection* dialog just opened, select the folder where you want to move or copy the contact and click on *Move* or *Copy*.

### Pop-up menu

The contact's pop-up menu can also be used to move or copy contacts:

1. Right-click a contact. In the context menu, select *Move or copy* (see figure 1.56).

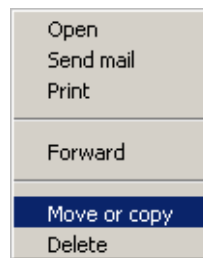


Figure 1.56 Move/Copy contacts using the context menu

2. This opens the *Folder selection* dialog where you can select a folder where the contact will be move or copied. Click on *Move/Copy*.

### 1.6.7 Contacts forwarding

*Kerio WebMail* allows contact forwarding in a special format so that forwarded contacts can be directly added to contact lists upon their delivery. Thanks to this feature, it is not necessary to copy contacts to email messages and to contact lists.

*Kerio WebMail* also supports another option. When a message with a contact in the attachment is received, the recipient can simply click on the attachment to open the contact automatically in the standard dialog box. Click on *Save and Close* to confirm settings and save the contact to the default private *Contacts* folder.

*Note:* To save a contact or open it as an attachment, right-click on it and use one of the options available, *Open* or *Save*.

### How to forward contacts

To forward a contact, select it by the mouse pointer and click on the *Forward* button on the contact folder's toolbar (it is also possible to use the same option in the pop-up context menu).

Select a contact and click on a corresponding icon to open a message editor where the contact is included as an attachment.<sup>2</sup> Now the message can be sent (it is also possible to edit the message before sending it).

---

<sup>2</sup> The contact is saved in as *vCard* (.vcf).

*Warning:* Do not forget to enter the recipient's email address in the *To:* textfield.

### 1.6.8 Distribution lists

Distribution lists are groups of email addresses used for sending of collective email. Simply use a special dialog in *Kerio WebMail* to complete desired email addresses and save them under a common name. Whenever sending an email message to such a group, simply enter the distribution list name in the *To* entry instead of filling in individual addresses.

Distribution lists are helpful if email is often sent to a group of addressees. For example, it can be a group of people with whom you often communicate in your work or outside the office, as shown at figure 1.57 (it is a certain alternative to mailing lists or to group addresses).

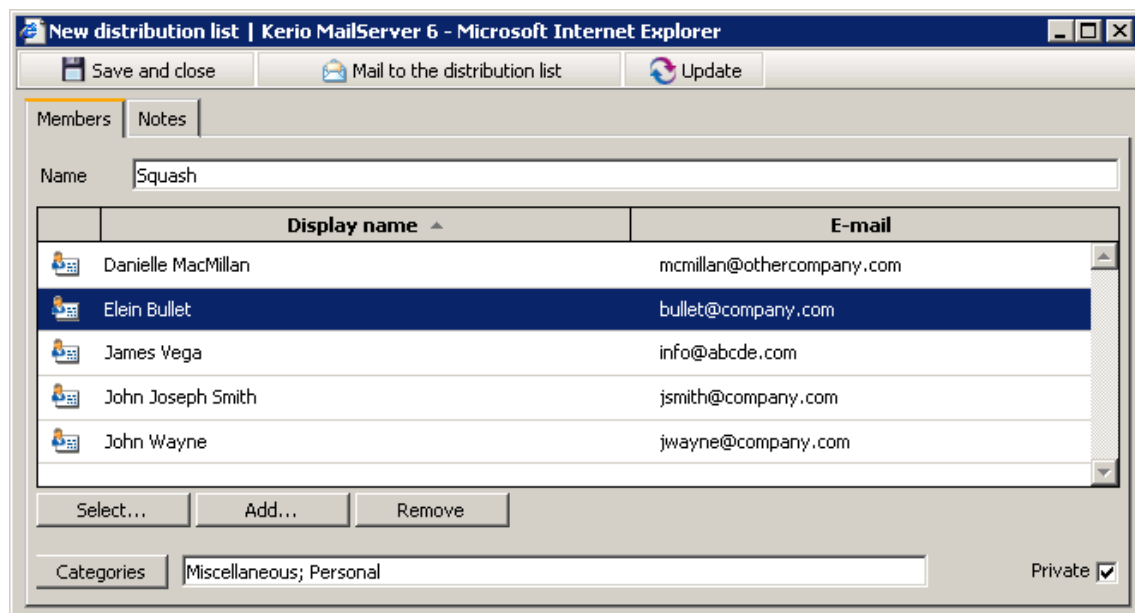


Figure 1.57 Distribution list — an item tab

Once created, distribution lists are displayed in the contact folder. If multiple contact folders are used, the particular distribution list is saved in the folder where it is created. If the list is for example created in a task folder, the distribution list is automatically saved in the default private contact folder, in *Contacts*. To distinguish distribution lists from other items in the contact list, they are displayed bold.

### ***A new distribution list***

To create a new distribution list, follow the instructions provided below:

1. Click on the button which allows creating of new items (see figure 1.58).
2. In the menu, select the *New distribution list* option.

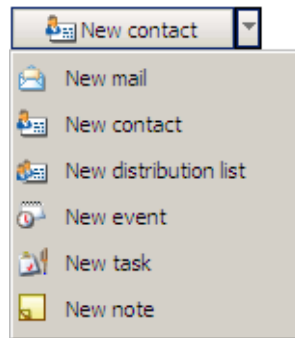


Figure 1.58 Toolbar menu

3. A dialog is opened where a distribution list can be created (see figure 1.57).
4. Now, specify name of the distribution list. For this purpose, use the *Name* entry.
5. Now, add email addresses to the list. The *Select* and *Add* buttons can be used for this purpose:
  - The *Select* button opens a dialog where addresses can be looked up and selected in contact folders.

The dialog contains the following items:

#### **Folder**

The menu includes all contact folders in the mailbox (including public and subscribed contacts).

#### **Search for:**

Enter a string which will be used as search criteria, i.e. any contacts including the string will be searched. First letters of first or second name or username (the part of address preceding the at-sign) can be used as the string. The search string is not case-sensitive.



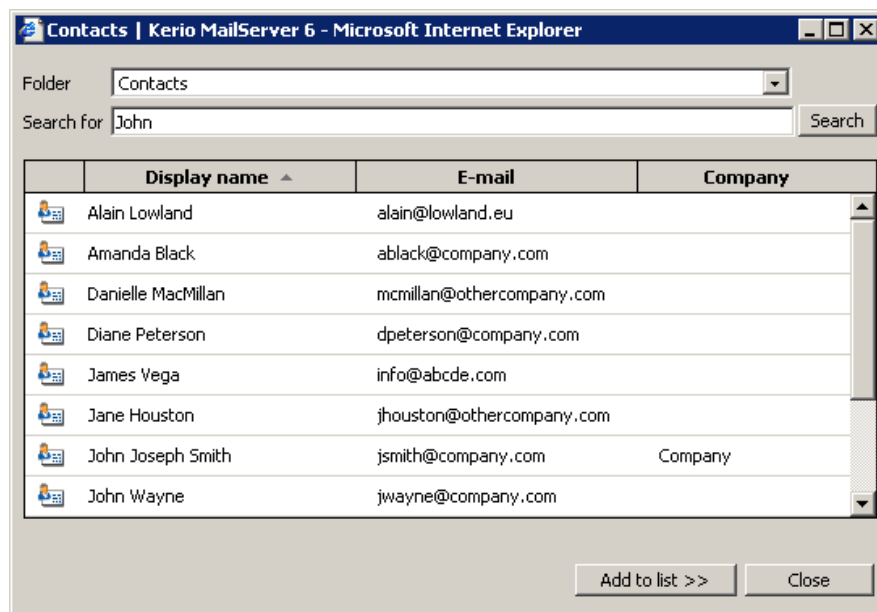


Figure 1.59 Select

One or multiple contacts can be chosen in contact lists (by holding the Shift or Ctrl key and selecting items by the mouse pointer) and then added to the distribution list by the *Add to list* button. Double-clicking on a contact also copies the particular item to the distribution list.

- Use the *Add* button to open a dialog where a new address can be added to the list. The address needs to be entered manually:

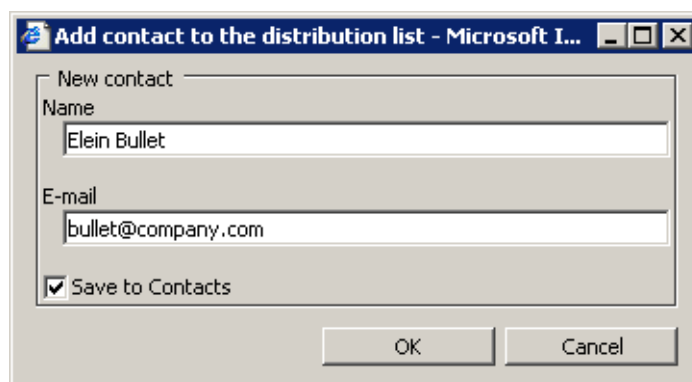


Figure 1.60 Add

### Name

Enter first and second name of the new distribution list member.

### E-mail

Enter email address of the new distribution list member.

### Save to contacts

Enable this option to save member information also in the *Contacts* folder.

- The *Remove* button can be used to delete an address from the list.

6. Save changes by clicking *Save and Close*.

A note can be attached to any distribution list. It can be for example a description of the group or another information. The note can be defined on the *Notes* tab of the distribution list dialog.

Besides the method described above, there is another way to create distribution lists. Simply select one or more items in the contact list (using the Ctrl key), use the right mouse button to open the pop-up menu and select *Create a distribution list* (see figure 1.61).

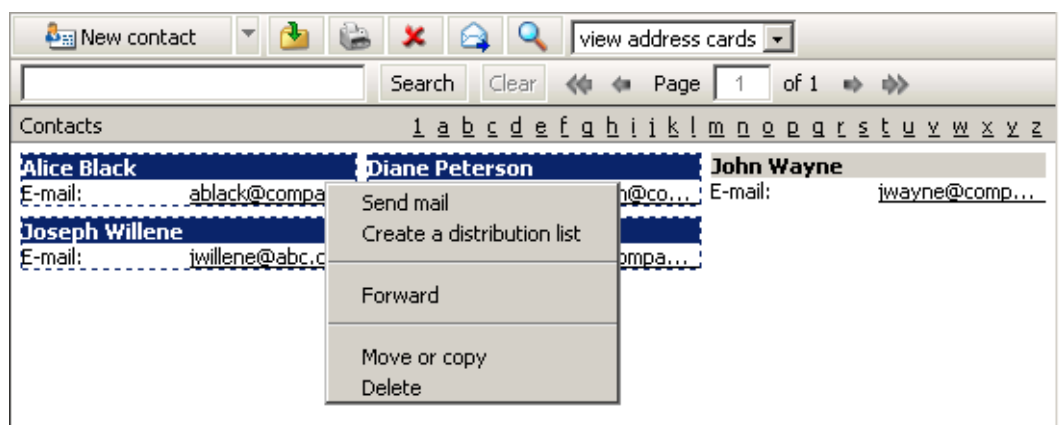


Figure 1.61 Creating distribution lists by selecting contacts from the list

This opens a distribution list with the selected contacts already included. This list can be simply saved after entering its name. Contacts can be added anytime if desired.

### Edit and update distribution lists

Each distribution list can be edited and also removed. To remove a distribution list, follow the same pattern as when removing a contact item. Simply select a distribution list by the mouse pointer and use either the *Delete* key or right-click on the item and use the appropriate option in the context menu.

It is also simple to edit a distribution list. Double-click on a distribution list to open it. Contact information can be edited, removed or a new one can be added. It is also possible to update a distribution list. It is necessary to perform updates where at least one contact has been changed since the last update. Usually, contacts are edited directly in a contact folder. Such changes take no effect in distribution lists. Therefore, it is recommended to update distribution lists from time to time by the *Update* button.

To save changes, click on *Save and Close*.

## 1.7 Calendar

This chapter addresses calendar folders. Why should you throw your paper calendar and adopt a digital one? There are several reasons to do it. First, events recorded in the calendar can be reminded by visual alerts. Second, various layouts can be applied. Compared to electronic calendars, paper ones cannot for example be switched to week or month layouts when necessary. And another reason to be mentioned, last but not least, is that electronic calendars allow creating of meetings and sending of invitations for these meetings to other users.

Before we focus on features of calendar folders, basic terminology will be addressed. There are two most essential items, events and meetings. Events are calendar items with time scheduled whereas meetings are events where other participants are involved (invited).

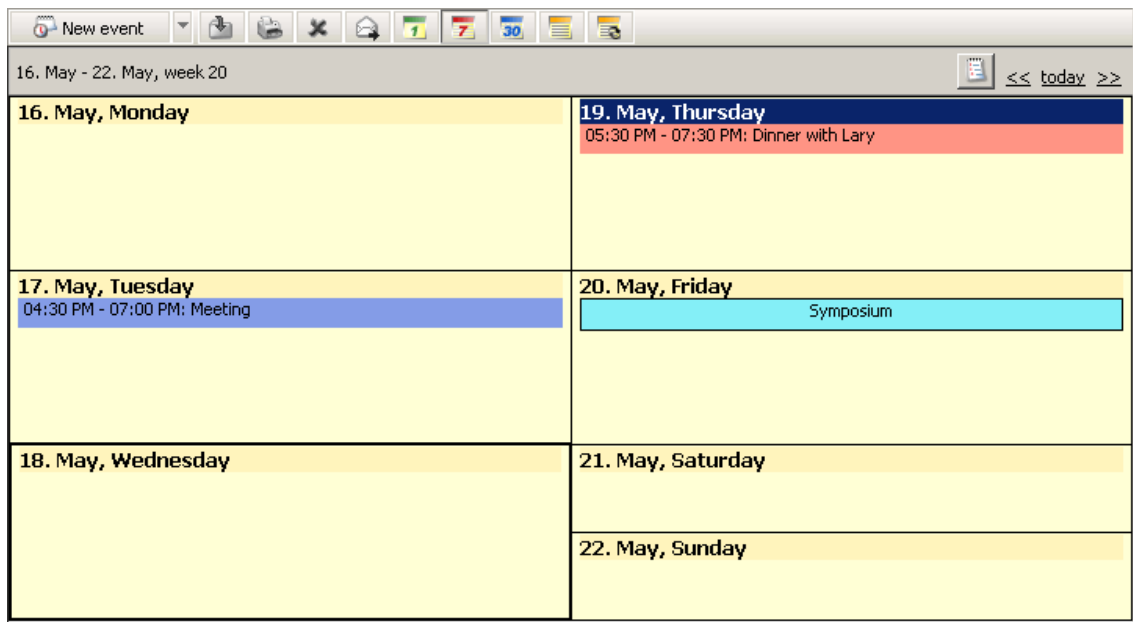


Figure 1.62 Calendar

### 1.7.1 Toolbar

This section introduces options of the calendar folder's toolbar:

#### **New event**

Click the *New event* button to open the empty event dialog box (for details on how to define events, see chapter [1.7.3](#)).

#### **Move or copy**

The move and copy icon can be used to move or copy one or more selected items to another calendar (for details regarding this issue, see section [1.7.8](#)).

#### **Print**

Click *Print* to easily print out the current calendar or individual events. The preview is displayed and a standard print dialog box available in your browser (where *Kerio WebMail* is running) is opened automatically.

- Regarding calendars, their daily, weekly or monthly view can be printed. If no event is selected, it is also possible to print the entire calendar.

*Notes:*

1. By default, the daily view is printed from 07:00 to 18:00 (most of users end their working day by that hour). Events taking place before 07:00 and after 18:00 are listed at the end of the calendar.
  2. It is not possible to print out list of events in *Kerio WebMail*.
- Contents of an event can be printed separately by the same print button as used for printing of the complete calendar view. To do this, simply mark an event and click on *Print*.

#### **Delete**

Click the *Delete* button to delete the selected event permanently or move it to *Deleted items* folder. Use the *Settings* option on the *General* tab to decide whether the events should be deleted permanently or just moved to the *Deleted items* folder (see chapter [1.11.1](#)).

Events can be deleted also by the Delete key (in Mac OS X also by Backspace).

#### **Forward**

Use this button to forward selected events in a special *iCalendar* format. Users who receive this event via *Kerio WebMail* or any application that provides support for the *iCalendar* format, are able to open the event directly in *Calendar* type folder. For more information on forwarding, see chapter [1.7.9](#).

#### **Day view**

This option switches to a single-day calendar view. The next or previous day can be displayed using arrows in the upper right corner of the dialog box.

**Week view**

Events for one calendar week including Saturday and Sunday. The next or previous week can be displayed again using arrows in the upper right corner of the dialog box.

If there are more events defined for one day, they are sorted by type: multiple-day events, entire-day events and the other. Only the events of the same type are sorted according to the planned time.

**Month view**

Events for each day of the month. The next or previous month can be displayed using arrows in the upper right corner of the dialog box, as in the above views.

If there are more events defined for one day, they are sorted by type: multiple-day events, entire-day events and the other. Only the events of the same type are sorted according to the planned time.

**List view**

In this view, all events are listed (except repeated events), sorted by date by default. To reorder events, click the heading again to change the order from ascending to descending and vice versa.

**Events with recurrence**

All recurrent events sorted in a reference table by creation date. To change and to reverse order of events, click the heading again to change the order from ascending to descending and vice versa.

**Today**

Press the *Today* link to move the pointer to the current day. The following or previous day/week/month is displayed using sliders in the upper right corner of the dialog box.

**Subsidiary calendar**

Click the calendar icon in the upper right corner of the dialog box to open the month subsidiary calendar (see figure 1.63). Above all, this thumbnail calendar is used for fast navigation through the calendar, especially if we need to navigate back or forth to a distant event.

The today is marked by a box. When another day in the calendar is clicked, the main display of the calendar is also switched to the selected day. To switch to the current day, click *Today*.

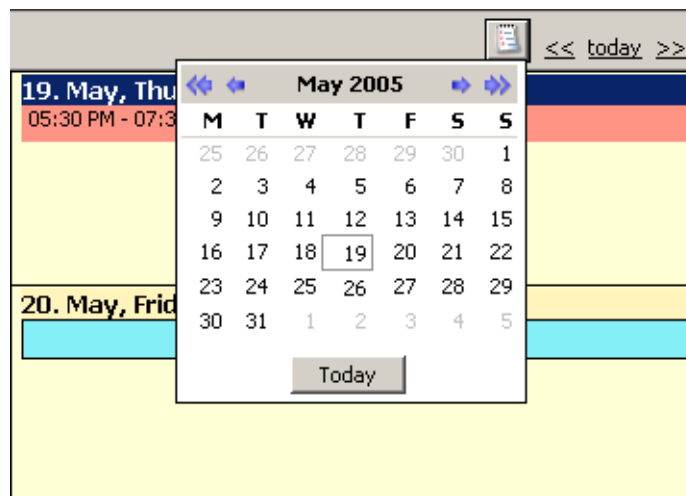


Figure 1.63 Subsidiary calendar

### 1.7.2 Calendar view

As suggested at the beginning of this chapter, calendars allow several layout views. Users can select a view type which they currently find the most useful. In this section, detailed descriptions of individual view modes are provided.

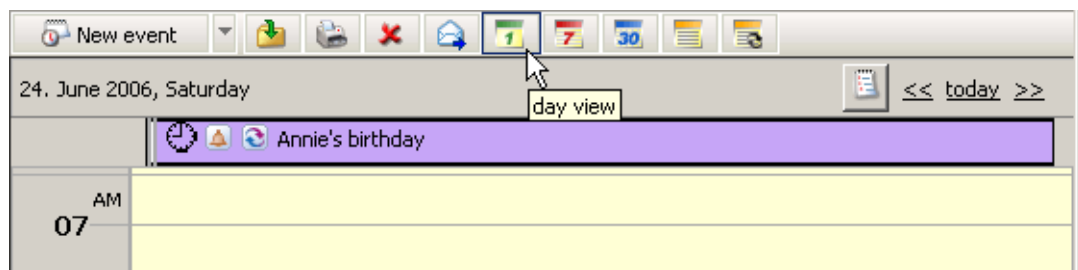


Figure 1.64 Switching between view modes

*Note:* Modes can be changed by the corresponding toolbar buttons (see figure 1.64):

#### **Day view**

The day view is the most detailed one since it focuses the shortest period. The schedule is divided into 30-minute periods marked by a clock symbol on the left. The current interval is highlighted in yellow color (the first half-hour of the 12th hour in the picture 1.65).

The single-day view header serves to better reference in the calendar. In the left section, the current day and date are displayed; in the right section, there is a thumbnail calendar icon with sliders.

The individual calendar events are ordered in a vertical timeline. Each event is marked by a colored stripe and it contains the basic information (subject, location, whether it is private or not and if it has a notification). Whole-day or multiple-day events are displayed in the upper section of the calendar, before the timed schedule (so that these events do not mess into the daily schedule).

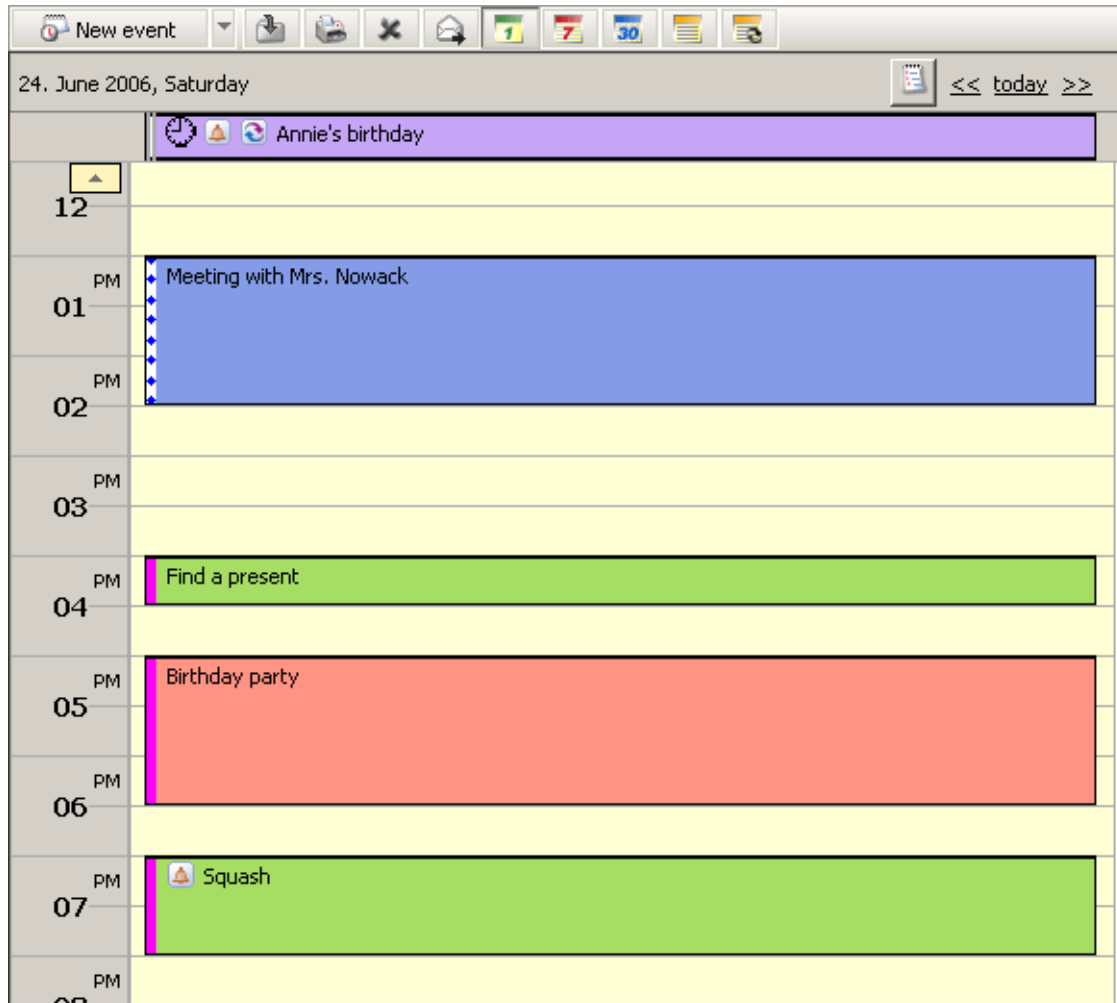


Figure 1.65 Day view

The events in this type of view can be moved to a different time using the mouse pointer or extended to cover more hours. To move an event, move the mouse pointer to the left stripe marked with a different color. After the pointer changes its shape to four arrows, click the left mouse button and move the event to another time. To extend or reduce the time interval of an event, move the pointer to the upper or lower area of an event and after the pointer changes its shape, click the left mouse button and edit the event as necessary.

Focus once again on the left coloured vertical stripe. This area shows the time of the event's duration. If the event is shorter than half an hour, the stripe is shorter as well so that users can recognize the time period taken by the event.

The coloured stripe also shows level of the user's busyness during the event:

- purple stripe — away
- full blue stripe — busy
- dash blue stripe — tentative
- grey stripe — free

The fastest and most simple way to open and edit an event is to double-click on it.

To open a new window and define a new event, double-click on the calendar line corresponding to the time which we want to set the event for. The time is set automatically in accordance with the row where the new event was opened. The day is also preset in the definition.

Events in the calendar may be distinguished by colors (see figure 1.65). Colors associate various event types (such as events referring to work, to private issues, to important issues, etc.) and make manipulation with the calendar more transparent. Colors of events can be defined in the event's edit dialog.

### ***Week view***

One week display mode (including Saturday and Sunday). The events in the week view are marked as colored stripes (according to the event type). If more events are displayed in a single day, they are ordered by type as follows:

1. The all-day or multiple-day events — these are displayed without any time limitation. If there are more all-day events specified in one day, they are ordered by subject alphabetically. The all-day events are described in chapter 1.7.5 in more detail.
2. Time-ranged events — repeated events, meetings, etc. If multiple events are defined for a day, they are ordered by the time when they were set.

The events of the same type are displayed in descending order according to their scheduled time.

The events in this type of view can be marked by different colors. These colors represent different event types and can be specified in the edit dialog box — chapter 1.7.3).



Each event can be moved to any other day in the week displayed. Click the selected event (after the pointer changes its shape to four arrows) and drag it to another location in the calendar.

*Note:* Only events with no recurrence set can be moved.

Today is marked by a box in the weekly view.

A new event can be created by double-clicking on a selected day. An event editing window will be opened with the date information automatically set to the selected day.

To display the previous or next week, use sliders on the right of the dialog box. Users can also use the thumbnail calendar icon next to the sliders. Click the icon to open the month calendar. The today is marked by a box. When another day in the calendar is clicked, the main display of the calendar is also switched to the selected day. To switch to today, click on *Today*. The current week is marked in the left corner of the bar.

### **Month view**

It is similar to the week view, but the events for the whole month are displayed.

### **List view**

This view type provides a comprehensible list of events where every single line stands for one event and includes relevant information. By default, events are ordered by their starting dates. The list of events includes all items where no recurrence is set.

This view mode can be helpful especially when a particular event is searched since it allows ordering of the items by simple clicking on a particular parameter's header. Click the heading again to change the order from ascending to descending and vice versa.

By default, up to 20 events are listed on one page. To change number of events displayed on a single page, use the *Settings* section in *Kerio WebMail* (see chapter 1.11.1).

The information to be displayed in the list can be chosen. Sometimes it is better to hide some columns in order to make the navigation easier, sometimes showing more columns is desired. Right-click the column heading to open the dialog box with column selection. The pop-up menu that appears contains the *Change columns* option.

*TIP 1:* If using meetings, it may be useful to show the column with the attendees, to see who was invited.

*TIP 2:* To see the duration of each event, show the *Duration* column.

*Note:* The column settings apply to the event list as well as the list of repeated events.

The column width can be modified in the event list. To change the column width, click between two columns in the table header and drag the cursor right or left as needed.

### *Repeated list view*

This view is similar to the previous one, but it shows only the repeated events.

### 1.7.3 Creating and editing events

Events are all items created in the calendar. New events can be added in a special create-and-edit dialog. To open this dialog, use the *New event* button on the toolbar or the corresponding option available in the context pop-up menu (opened by right-clicking on the calendar's main panel).

*Meetings* are special events. This event is shared by multiple participants (invited users). For details on how to create a meeting, see section 1.7.7.

Some events and meetings can be repeated in regular periods. To set periods of repetition for an event, click on *Recurrence*. When recurrence is set for an event, the item will be repeated in the calendar according to the settings. For detailed information, read chapter 1.7.6.

### *Event settings*

Use the *General* tab to define basic configuration (see figure 1.66):

The screenshot shows the 'New event' dialog box in Kerio MailServer 6. The dialog is titled 'New event | Kerio MailServer 6 - Microsoft Internet Explorer'. It has two tabs: 'General' (selected) and 'Invite attendees'. The 'General' tab contains the following fields and controls:

- Subject:** Meeting
- Location:** Boardroom
- Label:** Business (dropdown menu)
- Start time:** 05/31/2006 09:00 AM (calendar icon)
- End time:** 05/31/2006 11:00 AM (calendar icon)
- All day event:** ☐
- Reminder:** ☒ 5 minutes (dropdown menu)
- Show time as:** tentative (dropdown menu)
- Priority:** normal (dropdown menu)
- Description:** Board meeting (budget for the following year) (text area)
- Categories:** Business; International; Strategies (text field)
- Private:** ☐

Figure 1.66 Event settings

**Subject**

The summary information about the event. This information will be displayed in the calendar window after the event is saved, therefore it should be as brief as possible.

**Location**

Location of the event.

**Label**

Use this menu to specify the type of event. A specific color next to the description represents the type of event. The same color will be also used to mark the event in the calendar.

**Start time**

Start time of the event.

**End time**

End time of the event.

**All day event**

In the *All day event*, the start and end time items are missing. This means that this event will be in progress over the entire day, but other events can be still planned for this day. The typical example is setting entire-day events like wedding anniversaries, symposiums, vacations, business trips, etc.

**Reminder**

Reminder is a special function of the *Kerio WebMail* interface that allows reminding of events. If the reminder is set for an event, an alert is displayed at the defined time that informs of an upcoming event(s). The default alarm time is set to 15 minutes, but any different value can be selected from the drop-down list. To cancel the reminder, simply disable the option in the event's edit dialog box.

The event reminder (see figure 1.67) is displayed as an alert window including a list of upcoming events. Each row contains the subject of the specific event (task) and time left to the upcoming event.

*Note:* Besides events, it is also possible to use the reminder for *Tasks*. Therefore, a single alert window may contain both events and tasks if their reminder time is the same.

It is also possible to set another interval for later reminder of the event. This might be helpful especially when you have no time to focus to the event's subject at the particular moment. Set the desired time to the next reminder (from five minutes to two weeks) in the pull-down menu in lower part of the window and click *Remind me later*.

It is also possible to double-click on the alert window to view the event.

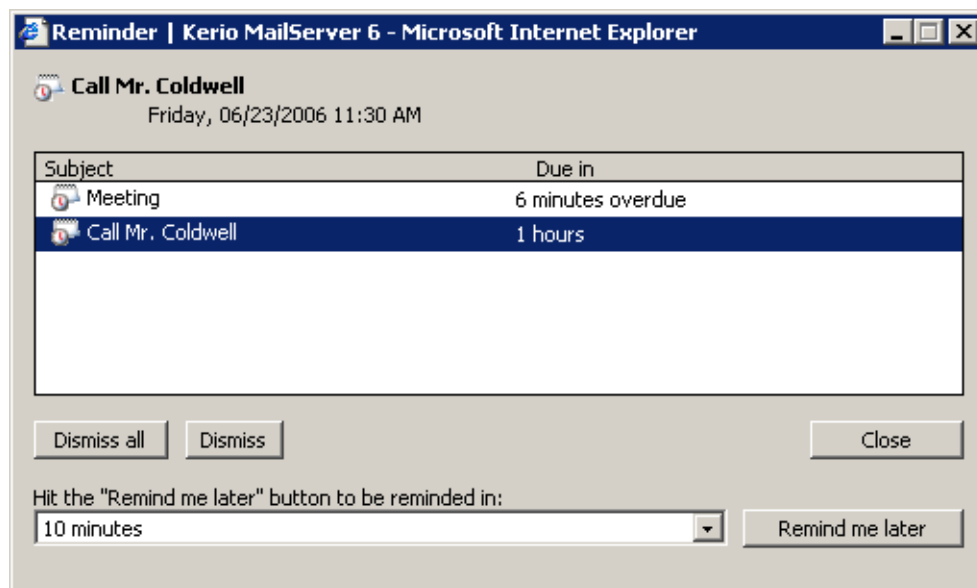


Figure 1.67 Reminder

Click the *Dismiss all/Dismiss* buttons to cancel the selected reminder or all reminders. The dismissed reminder will not be displayed any more unless it relates to a repeated event.

*Warning:*

1. The reminder window is active only when *Kerio WebMail* is running.
2. Alerts are displayed only if reminders are set in the default personal *Calendar* and *Tasks* folders (default folders which are created with each user account). Reminding alerts are not displayed for custom calendar and task folders.

### Show time as

In this item, users can select the state of the user during the time of the event. Three status modes are available: *free*, *tentative*, *busy* and *out of office*. Selecting the state is useful e.g. when the *Free/Busy* server is used for scheduling and communication (for more details on this topic, see chapter 1.7.7).

### Private

The *Private* option allows hiding of the event in case the calendar is shared with other users. Events set as private cannot be viewed by other users (for details, see chapter 1.7.4).

### Comment

To any event it is possible to add a comment referring to various issues such as event details or lists of items related to the event.

## Categories

The *Categories* item is useful only if the web interface is used in connection with *MS Outlook* with *Kerio Outlook Connector* preinstalled. Use the tools in this application to display the events in individual categories.

Click the *Categories* button to display the list of default categories. Users can also create new categories that are more suitable.

### 1.7.4 Private Events

Events are private when they are set as *Private*. This feature allows to hide private events in shared calendars. The users with whom the particular event is shared cannot view its content, edit it or remove it. Such users will see only the item labeled as *Private event*. The only information these users learn from the calendar is date and time.

*Note:* In the *Free/Busy* calendar, the level of busyness and the time of private events are available.

Private events can be created as follows:

1. Open the *New event* dialog box.
2. Insert relevant information.
3. On the *Settings* tab, enable the *Private* option (see figure 1.66).
4. Save changes by clicking *Save and Close*.

*Warning:* Private events are treated as private only if the client where the calendar is viewed supports this feature. In other client applications, it is possible to view and edit events without any restrictions by users with appropriate access rights. This implies that information included in private events are not well secured.

### 1.7.5 All (multiple) day event

All-day events are special events useful especially when the user leaves for a business trip for one or more days, when we want to note someone's birthday, etc.

All-day events last 24, 48 hours, etc. and it is limited by dates, not by time as usual for other events. In the calendar, such event is displayed above other time-limited events and the subject is centered (see picture 1.68). This type of event is not included in the day schedule because users can add other types of time-limited events in the day schedule. No starting or ending time is specified for all-day events.

To set the all-day event, check the *All day* option in the dialog box for creating an event (see picture 1.66). When this option is checked, the event's time range specification is

disabled. Starting and ending date can close range of one or multiple days. All-day events applied to more than one day are called multiple-day events.

*Note:* All-day events are not moved according to time zones since they are bound to date, not to particular time. This means that if for example an all-day event is set for December 24, 2006, this date will be kept for all time zones. For details regarding behavior of events in different time zones, see chapter 1.13.

*Warning:* If the *Free/Busy* calendar is used, the free/busy status in the *Show as* menu must be set to *free* or *out of office* (according to the event type).

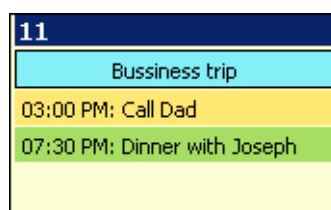


Figure 1.68 Month view events

### Multiple-day event

The multiple-day event is created the same way as the all-day event, but the time range must be specified in the *Start* and *End* fields in the event's edit dialog box.

Examples of multiple-day events are multi-day business trips or vacation.

*Note:* Multi-day events can also be created by non-checking the *All-day* option and simple setting an event for more days. The only difference in the layout may arise from frequent trips to various time zones, as events can be moved accordingly to the current time zone.

### 1.7.6 Recurred event

For periodically repeated events the *Repeat* mode can be set. This feature enables for example setting of regular company briefings or regular Thursday Scrabble parties with friends. Simply define the event once and set its repetition. To set recurrence of an event, click the *Recurrence* icon in the top-left of the *Edit event* dialog box.

Various types of recurrence periods are available —daily, weekly, monthly or every year. Range of the recurrence (validity) can be also set. Just set an initial and the final date.

#### Range of recurrence

Set the desired range of recurrence.

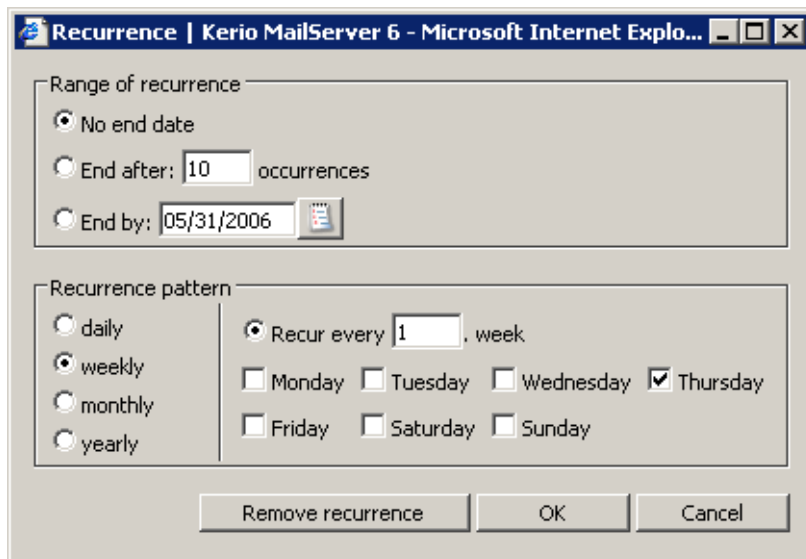


Figure 1.69 Event recurrence

- *No end date* — the event will be repeated for an unlimited period (useful for birthdays, anniversaries, etc.).
- *End after ... occurrences* — the recurrence is over when the specified number of recurrences is reached.
- *End by* — the repetitions will occur during the specified time range (including the end date).

### Recurrence pattern

Several recurrence patterns are available (*daily*, *weekly*, *monthly* and *yearly*). For each one, different parameters can be set in the right part of the dialog.

#### 1.7.7 Meeting

Meetings are special events where email addresses of other participants can be involved. Once a meeting is created, addresses can be added to which the message will be sent — these special messages are called invitations. Invitations are special messages informing users of topics, times and place of an meeting. Invitations include special accept/reject buttons.

Information derived from the participant's reaction is sent to the meeting initiator (chair member). The initiator thus know whether the persons invited come or not.

It is also possible to send updates related to meetings when the initiator modifies the invitation.

In addition to the option of creating of meetings, meeting scheduler tools are also included in *Kerio WebMail*. If participants are added who also use a *Kerio MailServer*

account, meetings can be scheduled in accordance with free time information available in calendars of these users.

The following sections address creating and scheduling of meetings in detail:

### *How to create meetings*

Meetings are created in the same way as events. Simply open a dialog where an event can be edited and specify corresponding parameters in the *General* tab (for more information, refer to chapter [sect-event"/>](#)). Then create a list of attendees who will participate in the meeting. These participants will be invited to the meeting by an email message.

By default, the *Attendees* section includes only the name of the meeting initiator. Use special buttons to add more attendees (see picture [1.70](#)). Several types of attendees can be created:

- Required — this group includes invited persons who should not miss the meeting from any reason. The invitation includes this information so that each user addressed knows if their presence is required or not.
- Optional — this group includes users who can decide whether to come or not.
- Source — special type of attendee. The group does not refer to any person but to resources needed for the meeting. Using this attendee type it is possible to book certain equipment such as projectors, laptops and meeting rooms. Specify the email address of the person who maintains the particular resources.

There is also the chair attendee, a special attendee type. This member cannot be changed. The chair attendee is always the person who creates the particular meeting.

Attendees can also be divided between those to whom the invitation will be sent and the others. It is also possible to create meeting and include attendees without sending them any invitation. By default, however, sending of invitations and meeting newsletters is enabled.

Below, you can find instructions on how to create a list of attendees:

1. Two buttons located below the list can be used to add attendees (see figure [1.70](#)):

- Use the *Select* button to search attendees in contacts (see figure [1.71](#)). Look up and select addresses you want to add.

The dialog contains the following items:



**New event | Kerio MailServer 6 - Microsoft Internet Explorer**

Send Save and close Recurrence

General Invite attendees

**Attendees invited to this event:**

Attendee <E-mail>

- John Smith <jsmith@company.com>
- dpeterson@company.com
- John Wayne <jwayne@company.com>
- SALES <SALES@company.com>
- notebook@company.com
- boardroom@company.com

Select... Add

07:00 08:00 09:00 10:00 11:00 12:00 01:00 02:00 03:00

free tentative busy out of office no information

Start time: 05/31/2006 10:00 AM End time: 05/31/2006 12:00 PM

Figure 1.70 Attendees

**Contacts | Kerio MailServer 6 - Microsoft Internet Explorer**

Folder: all contact folders

Search for: Search

	Display name ^	E-mail	Company
	Amanda Black	ablack@company.com	
	Betty Whitehouse	bibi123@yahoo.com	
	Danielle MacMillan	mcmillan@othercompany.com	
	Diane Peterson	dpeterson@company.com	
	Elein Bullet	bullet@company.com	
	James Vega	info@abcde.com	

Required -> John Smith <jsmith@company.com>, John Wayne <jwayne@company.com>

Optional -> SALES <SALES@company.com>

Resource ->

OK Cancel

Figure 1.71 Select

### Folder

The menu includes all contact folders in the mailbox (including public and subscribed contacts).

### Search for:

Enter a string which will be used as search criteria, i.e. any addresses including the string will be searched. First letters of first or second name or username (the part of address preceding the at-sign) can be used as the string. The search string is not case-sensitive.

One or multiple addresses can be selected from the list (by left-clicking while holding the Ctrl key), or the *Required*, *Optional* or *Resource* buttons can be used to add selected addresses.

*Note:* Addresses can be also added to the attendee list by double-clicking on a particular item. The address is filled in the active entry. At figure 1.71, the *Required* is currently active. The button name preceding the active entry (*Required*, *Optional* or *Resource*) is bold. You can switch between entries by clicking on a particular textfield.

Once attendees are selected, save settings by the OK button. The dialog is closed and all selected addresses are listed. Various icons are used to mark attendees as required, optional or resource. Roles of attendees can be changed (see figure 1.72)

- Use the *Add* button to add users to the list by hand. In case you know the particular email address by heart, this method is the fastest one. The *Add* button can also be used if the address we intend to add is not included in our contact lists.

The *Add* button is not active unless there is at least one line blank where another address can be added. Once addresses are filled in all entries, the button is activated so that another line can be added.

2. To set or change attendee type, simply click on the attendee icon in the list and perform the settings (see figure 1.72).
3. To enable/disable sending of invitations and updates to individual users, simply click on the envelope icon next to the particular user's name and set an appropriate option in the menu (see figure 1.73). Simply choose *yes* to send the invitation or *no* not to send it.

When inserted, events can be sent to attendees or just saved by the *Send* button (*Send update* — this button appears instead of the *Send* option where an existing meeting is changed) and the *Save and Close* toolbar button.

*Note:* Appointments can be canceled only by their initiators.

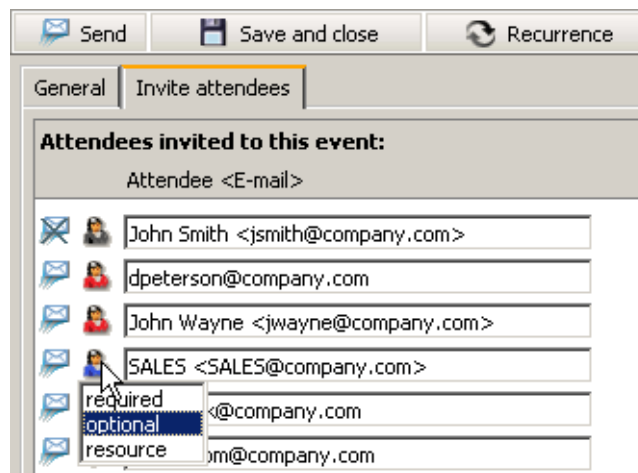


Figure 1.72 Setting an attendee's status

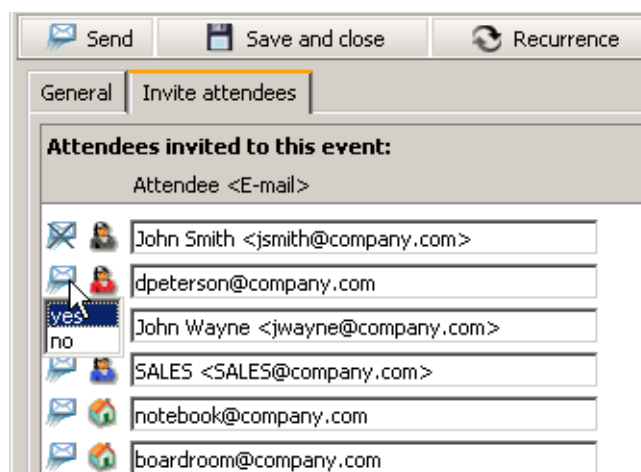


Figure 1.73 Sending an email message to an attendee

### Scheduling of meetings

As denoted right at the start of this chapter, a special tool is provided for time scheduling. It is known as *Free/Busy server* and it might simplify creation of meetings. Thanks to the *Free/Busy* feature, it is easy to find out whether users invited to the meeting are free or busy in the time scheduled by comparing the meeting date and time calendars of these users. It is, therefore, easier to find a time range where all attendees required to participate in the meetings are free. This feature help us avoid many phone calls and emails that we would otherwise make or send.

*Free/Busy* server exploits information on user's free time from the calendar of the particular user. However, the meeting initiator can only see when the attendee is free or busy. It is not possible to view particular details on the user's activities.

*Free/Busy* information is displayed in the event's edit window on the *Attendees* tab in the section addressing meetings. *Free/Busy* is enabled automatically when attendees are entered in the list. To the right from the list, you can find *Free/Busy* information (see figure 1.74).

The *Free/Busy* feature also provides information on how much busy the user is. Degree of user's busyness is suggested by the color. Color key is provided below the *Free/Busy* information.

The *Free/Busy* calendar displays all meetings and events included in the default calendar folder and its subfolders. If you want that some events (e.g. items of a private calendar) are not shown in the *Free/Busy* calendar, create a new calendar folder out of the branch of the default calendar and its subfolders.

**Warning:** *Free/Busy* information is displayed only for attendees with an account in the *Kerio MailServer* (usually, this function is used to set meetings with colleagues). The information is not displayed for external attendees (as shown at figure 1.74).

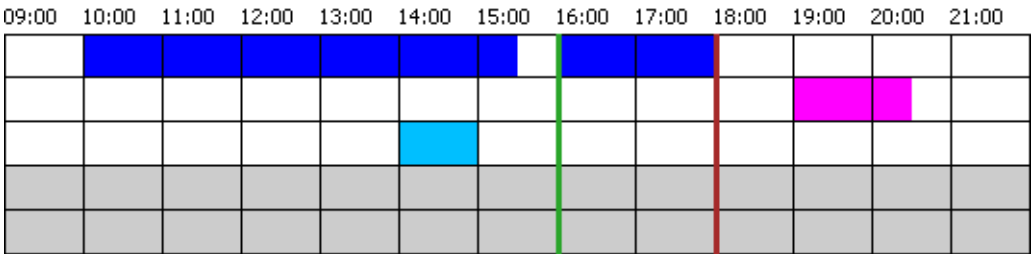


Figure 1.74 The free/busy data of the users

As shown at figure 1.74, *Free/Busy* is kind of a timeline. Each *Free/Busy* line shows freetime information related to a particular user. Coloured parts refer to time segments when the user is busy or free. The two vertical lines (a green and a red) show where the meeting we are setting starts and ends. Ideal conditions are when no coloured field interferes with the range set by the two lines. Both lines can be moved within the timeline as needed. To move lines, use the *Start time* and *End time* fields located below the timeline section. These fields are interconnected with fields of the same names on the *General* tab. This implies that if these items are change on either of these tabs, the values are automatically copied to the twin items.

Now, let us see the attendee's view of *Free/Busy* To make the *Free/Busy* information as relevant as possible, the following conditions should be met:

- Each user should use their *Calendar* folder and include all their events in it.
- Degree of busyness should be set in the *Show time as* menu (see figure 1.75) of the event's edit dialog.

In the *Show as* menu, the following options can be specified:

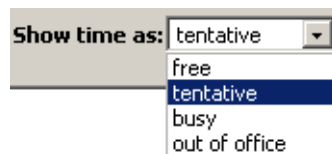


Figure 1.75 Setting of busyness level

#### **free**

Such event is not displayed in the *Free/Busy* calendar. Use this mode when you can be interrupted while completing a task or for entire-day anniversary events.

#### **tentative**

This event is highlighted by a light blue color in the *Free/Busy* calendar. This option may be useful especially for events where time settings can be changed if needed.

#### **busy**

This event is highlighted by a dark blue color in the *Free/Busy* calendar.

#### **absent**

This event is highlighted by a pink color in the *Free/Busy* calendar.

The *Free/Busy* calendar works only for users of one *Kerio MailServer*. Other users will be displayed in grey color, since there are no free/busy data available for them.

### **Invitations**

Short description of invitations was provided at the top of this chapter. In this section, we will focus on invitation's layout and on how to react when an invitation is delivered to your mailbox.

Invitations use a special icon, different from the one used for usual email messages (see figure 1.76). Upon clicking on an invitation, meeting information is shown along with several buttons. Name of the meeting is provided in the header (at figure 1.76, Meeting is simply set as the name). Below, you can find basic information such as when and where

the meeting takes place and a list of attendees, both required and optional. If your name is included in the list of required attendees, you should accept the meeting. Otherwise, it is up to you whether you choose to participate in the meeting or not.

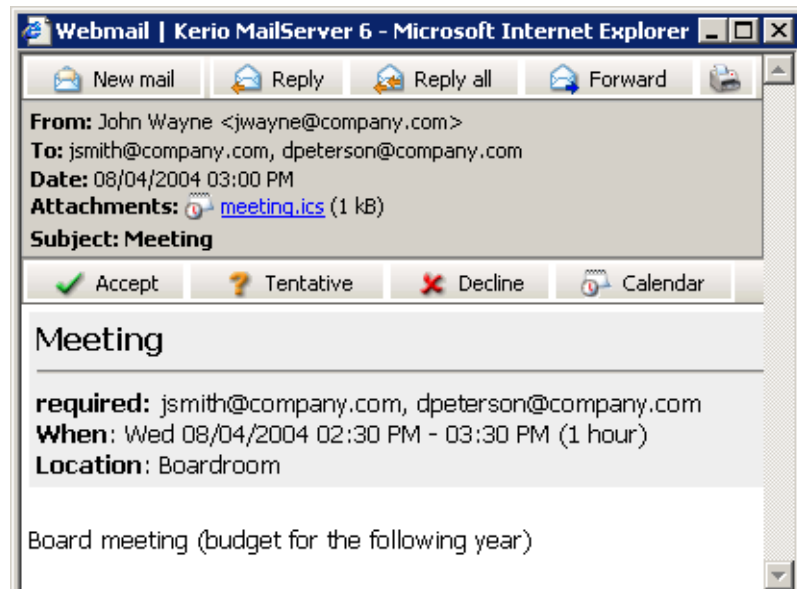


Figure 1.76 Acceptation or declination of a meeting

By opening (reading) of an invitation, the meeting is automatically added to the calendar with the “tentative” status set.

Buttons located below the basic meeting information allow fast response, as follows:

- *Accept* — upon clicking on this button, an email message informing of acceptance of the invitation is sent to the meeting initiator and a green icon appears at the name of the name of the user who has accepted the invitation (the same icon as used on the *Accept* button in the invitation).
- *Tentative* — upon clicking on this button, an email message informing of acceptance of the invitation is sent to the meeting initiator and an orange question mark icon appears at the name of the name of the user who has tentatively accepted the invitation (the same icon as used on the *Tentative* button in the invitation).
- *Decline* — upon clicking on this button, an email message informing of acceptance of the invitation is sent to the meeting initiator and a red cross icon appears at the name of the name of the user who has rejected the invitation (the same icon as used on the *Decline* button in the invitation).

Upon clicking on any of these buttons, a dialog box is opened where a message to be attached to the acceptance status notice can be entered. No additional information is required since the necessary data has already been entered by the moment.

In addition to the options described above, there is another button labeled as *Calendar*. This button opens a special dialog box including a one-day view of the calendar with the date and time of the meeting marked so the user can easily find out whether the event collides with another activity or not. This help us make an appropriate reaction.

Once the event is answered, the invitation is removed from the email folder and the meeting is marked in the private calendar if accepted. Rejected meetings are not included in the calendar.

### 1.7.8 Moving and copying events

Events can be moved or copied between folders as follows:

#### *The Drag & Drop method*

Drag & Drop is a simple method for moving and copying items by using only the mouse:

1. Hover an event with the mouse pointer and click on the left mouse button. Hold the button and drag the event over the destination folder. Release the mouse button.

*Note:* To copy the selected event(s), hold the Ctrl key (or Alt on Mac OS X).

2. Hold down the mouse button (and the Ctrl key, when copying) and drag the event to another folder.

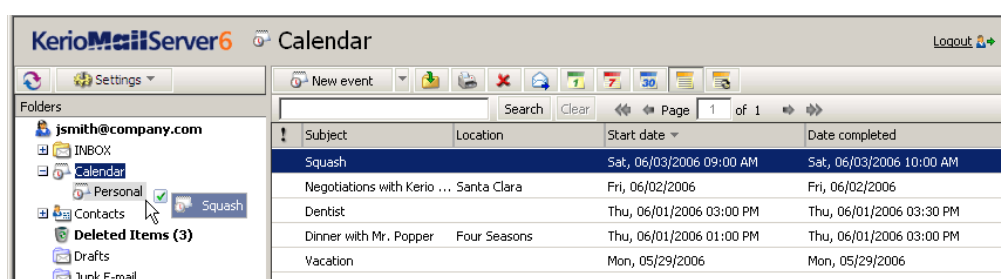


Figure 1.77 Moving events by the Drag & Drop method

3. A green icon appears when the event is ready to move (see figure 1.77) or a blue plus icon when ready for copying (see figure 1.78).

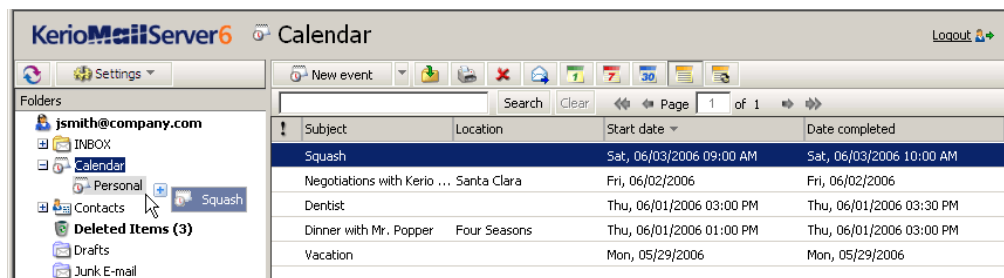


Figure 1.78 Copying events by the Drag & Drop method

4. Let hold of the button to move the event immediately.

*Note:* Unless the event is dragged over a folder where it can be moved (i.e. any calendar with appropriate access rights in the folder tree), a red icon is displayed meaning it is impossible to move the message to the particular location.

### Using the Move or copy button

The *Move or copy* toolbar button can be used to move or copy the item, as follows:

1. Use the mouse pointer to select an event and click on the *Move or copy* button available on the toolbar (see figure 1.79).

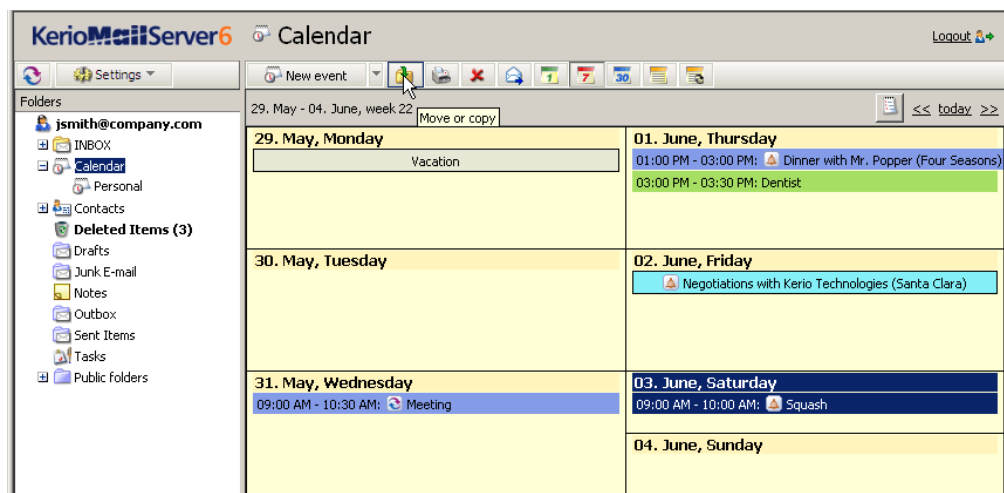


Figure 1.79 Moving/copying events by the button on the toolbar



2. In the *Folder selection* dialog just opened, select the folder where you want to move or copy the item and click on *Move* or *Copy*.

### Pop-up menu

The pop-up menu can also be used to move or copy items:

1. Right-click an event. In the context menu, select *Move or copy* (see figure 1.80).

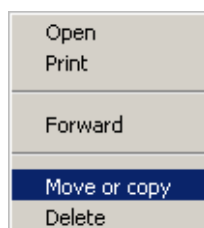


Figure 1.80 Move/Copy events using the context menu

2. This opens the *Folder selection* dialog where you can select a folder where the event will be move or copied. Click on *Move/Copy*.

### 1.7.9 Events forwarding

*Kerio WebMail* allows forwarding of events in such a format so that it is possible to save it to the calendar directly. Thanks to this feature, it is not necessary to copy event data to email messages and to the event's edit dialog box at the addressee's side.

*Kerio WebMail* also supports another option. When a message with an event in the attachment is received, the recipient can simply click on the attachment to open the event in the standard event edit dialog box. Click on *Save and Close* to confirm settings and save the event to the *Calendar* folder.

*Note:* To save an event or open it as an attachment, right-click on it and use one of the options available, *Open* or *Save*.

### How to forward an event

To forward an event, select it by the mouse pointer and click on the *Forward* button on the calendar folder's toolbar (it is also possible to use the corresponding option in the pop-up context menu).

Select an event and click on a corresponding icon to open a message editor where the event is included as an attachment.<sup>3</sup> The message can be edited before it is sent.

<sup>3</sup> The event will be saved in the *iCalendar* format (.ics).

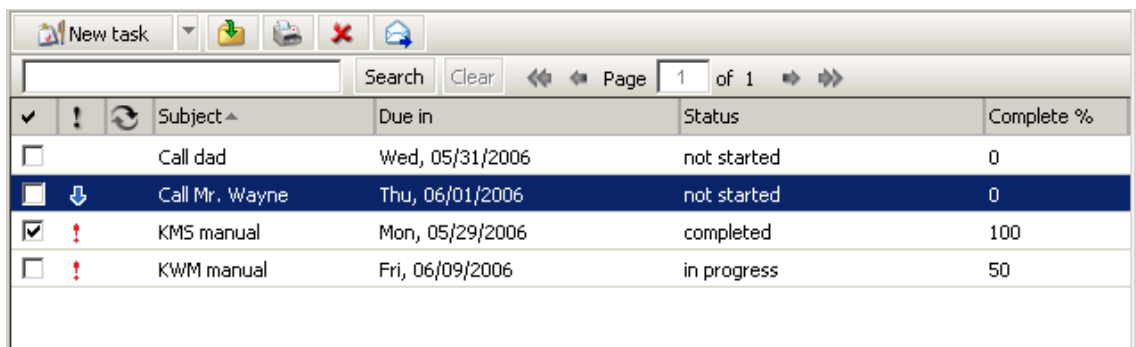
*Warning:* Do not forget to enter the recipient's email address in the *To:* textfield.

### 1.8 Tasks

Every single day, we complete various tasks — at work, at home or anywhere else. Those of us equipped with an excellent memory can remember them, others use various tools such as little notepapers and check them off when the items are completed. Task folder play the role of these notepapers in the electronic environment.

Advantages of electronic tasks involve especially central storage of all tasks and automatic alerts, informing of upcoming events.

Tasks in folders are organized in a table where each line stands for one task including task name and other information available, such as priority level, etc.



✓ ! ↺	Subject ▲	Due in	Status	Complete %
<input type="checkbox"/>	Call dad	Wed, 05/31/2006	not started	0
<input checked="" type="checkbox"/> ↓	Call Mr. Wayne	Thu, 06/01/2006	not started	0
<input checked="" type="checkbox"/> !	KMS manual	Mon, 05/29/2006	completed	100
<input type="checkbox"/> !	KWM manual	Fri, 06/09/2006	in progress	50

Figure 1.81 Tasks

*Task* folders are equivalent to other folders. They can be shared, set as public or attached. For more information on shared and public folders, see chapter 1.10.

#### 1.8.1 Toolbar

The tasks folder toolbar contains the following options:

##### New task

Click the *New task* button to display the dialog for creating of a new task. Users can also use the arrow located on the right from the *New task* button to open the *New mail*, *New task* and *New contact* windows.

##### Move or copy

Use the icon to copy or move a selected task (see chapter 1.8.5).

**Print**

To print out a task, click on *Print*. First, the printed page preview appears; then the standard Print dialog box is displayed.

**Delete**

Use this button to delete the selected task. Tasks can be deleted also by the **Delete** key (in Mac OS X also by **Backspace**).

**Forward**

Use this button to forward the selected task to other users.

**1.8.2 Task list display**

In *Kerio WebMail*, the tasks are shown in a simple list that contains data such as the name of the task, scheduled deadline and the status of the task (percentage as well as description).

By default, up to 20 tasks are listed on one page. To change number of tasks displayed on a single page, use the *Settings* section in *Kerio WebMail* (see chapter 1.11.1).

***Sorting tasks by columns***

The detailed information on individual tasks is displayed in the columns. The tasks can be sorted by the details listed in individual columns. Click the column heading to sort tasks in the ascending or descending order (see the arrow next to the column name) by alphabet, numbers or time (depending on the column contents).

*Note:* For listing by subject, items are sorted by the alphabet of the language set in *Settings* as preferred (the *General* tab) — for details, see chapter 1.11.1. In result, if for example English is set as preferred and subject are in German, subjects will be ordered by English alphabet and some specific national characters may also cause problems in sorting.

***Adding and deleting columns***

Users can customize the appearance of the table and the information shown. The columns can be added or deleted. Right-click the table header and specify the column settings in the *Select fields* window. The pop-up menu contains the *Change columns* option. Checked columns will be shown in the dialog box, unchecked columns will be hidden.

### Adjusting the column width

The width of the task list can be adjusted. To change the column width, click between two columns in the table header and drag the cursor right or left as needed.

### Solving tasks

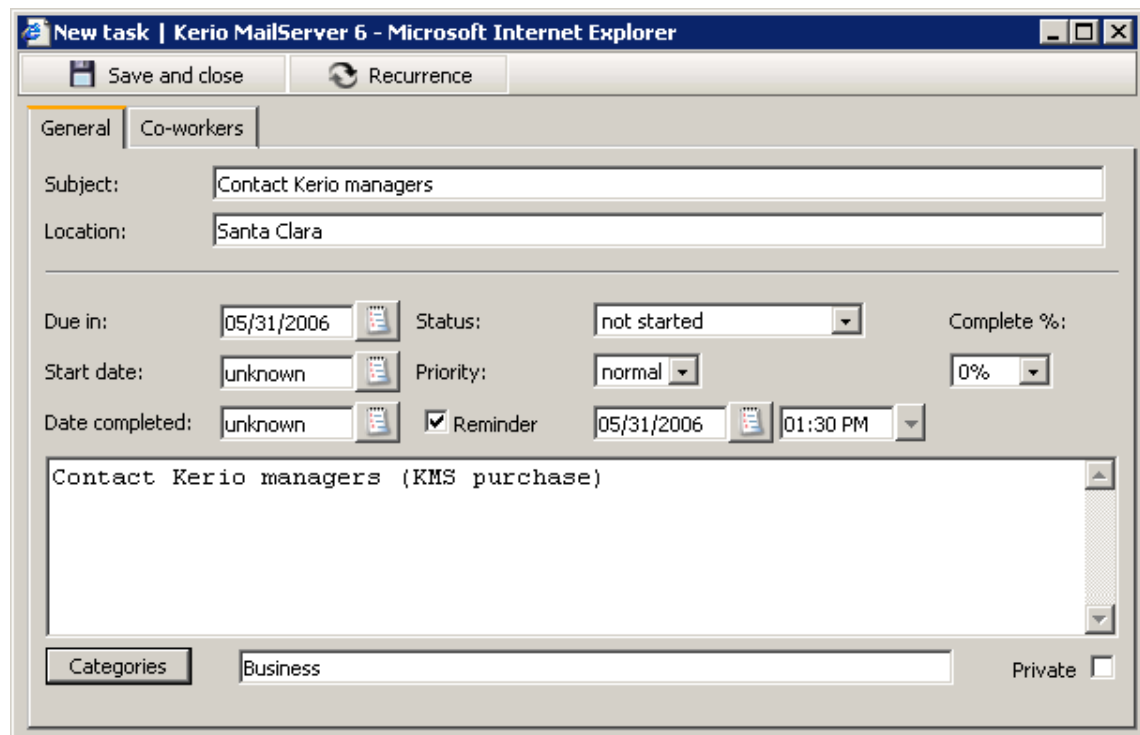
After a specific task is solved, it can be marked as solved in the task list using the checkboxes before each task. When the task is checked, its status is set to *completed* and date and time of the completion are set.

### 1.8.3 Creating and editing tasks

To create a new task, use the task edit window. To open the dialog, use the *New task* option available on the toolbar. The edit dialog box includes two tabs where the following parameters can be set:

#### Task settings

In the *General* tab, the following task details can be defined:



The screenshot shows a web browser window titled "New task | Kerio MailServer 6 - Microsoft Internet Explorer". The dialog box has two tabs: "General" (selected) and "Co-workers". At the top are buttons for "Save and close" and "Recurrence". The "General" tab contains the following fields and controls:

- Subject:** Text input field containing "Contact Kerio managers".
- Location:** Text input field containing "Santa Clara".
- Due in:** Date picker set to "05/31/2006".
- Status:** Dropdown menu set to "not started".
- Complete %:** Progress indicator set to "0%".
- Start date:** Date picker set to "unknown".
- Priority:** Dropdown menu set to "normal".
- Date completed:** Date picker set to "unknown".
- Reminder:** Checkmark is checked, with a date/time picker set to "05/31/2006 01:30 PM".
- Description:** A large text area containing "Contact Kerio managers (KMS purchase)".
- Categories:** A list box showing "Business".
- Private:** A checkbox that is currently unchecked.

Figure 1.82 Task settings

**Subject**

Insert a text which will be later shown in the task list as well as in the *Reminder* window (if the reminder is enabled for the task). The text should not be too long and it should be as comprehensive as possible.

**Location**

Task location.

**Due date**

Time required for completion of the task.

**Start date**

The date to start on the task.

**Date completed**

Date of completion.

**Status**

Each task goes through several stages during the process of its completion:

- *Not started* — the task has not been started yet.
- *Waiting for someone else* — useful in cases where the completion of the task depends on another person/other people).
- *Completed* — the task is completed and 100% is automatically inserted in the *Finished* field.
- *In Progress* — the task is being solved. It is possible to enter a number specifying what percent of the task has already been completed in the *Done* field.
- *Deferred* — the task cannot be completed at the moment (e.g. as there are higher priority tasks). It is useful to set *Reminder* time to avoid the situation that the task is kept in the list uncompleted.

**Priority**

Using this option, the task priority can be defined. Tasks with highest priority are marked with a red exclamation mark, a low priority task is marked with an arrow.

**Reminder**

This feature enables users to set a reminder to an upcoming due date. The alarm time can be set to a specific day and time. The option can be disabled by unchecking the box.

The reminder is displayed as a popup window that lists the events and tasks to be reminded at that time. Each row contains the subject of the specific event (task) and time to the next reminder.

Users can extend or reduce the time to the next reminder of a specific event. Set the desired time of event recurrence (from five minutes to two weeks) and click *Remind me later*.

Click the *Dismiss all* or *Dismiss* buttons to cancel the selected reminder or all reminders. The dismissed reminder will not be displayed any more unless it relates to a repeated event.

*Warning:*

1. The reminder window is active only when *Kerio WebMail* is running.
2. For notifications, only the basic calendar and task folders (standard folders created automatically when the user account is created) are searched through in *Kerio WebMail*. If users create other calendar and task folders, keep in mind that the event and task notification will not work in *Kerio WebMail*. However, if the notification timeout expires when *MS Outlook* is running, a notification is displayed in a standard *MS Outlook* window.

### **Complete %**

Shows what percent of the task has already been completed.

### **Comment**

Detailed information can be provided for each task.

### **Categories**

The *Categories* item is useful only if the web interface is used in connection with *MS Outlook* with *Kerio Outlook Connector* preinstalled. Use the tools in this application to display the events in individual categories.

Click the *Categories* button to display the list of default categories. Users can also create new categories that are more suitable.

### **Private**

The *Private* item is helpful especially for sharing of folders. If the folder is shared with other users, tasks set as private can be viewed only by their owner (for details, see chapter [1.8.4](#)).

### **Co-workers**

When a task is created, it can be sent to other people. This feature can be used for several purposes. For example, it might be desired to inform a superior about a task.

Use the *Co-workers* tab in the task's edit dialog box to send the task information to other people (see figure [1.83](#)). The *Co-workers* allows creating of a list of persons to whom an informative email including the task details will be sent when the task is created. The task is sent when created and then again whenever it is updated by the task owner (the initiator). The message is set so that if the co-worker to whom the task was sent uses *Kerio WebMail*, the task can be saved in the task folder and send a confirmative/rejection message at once.

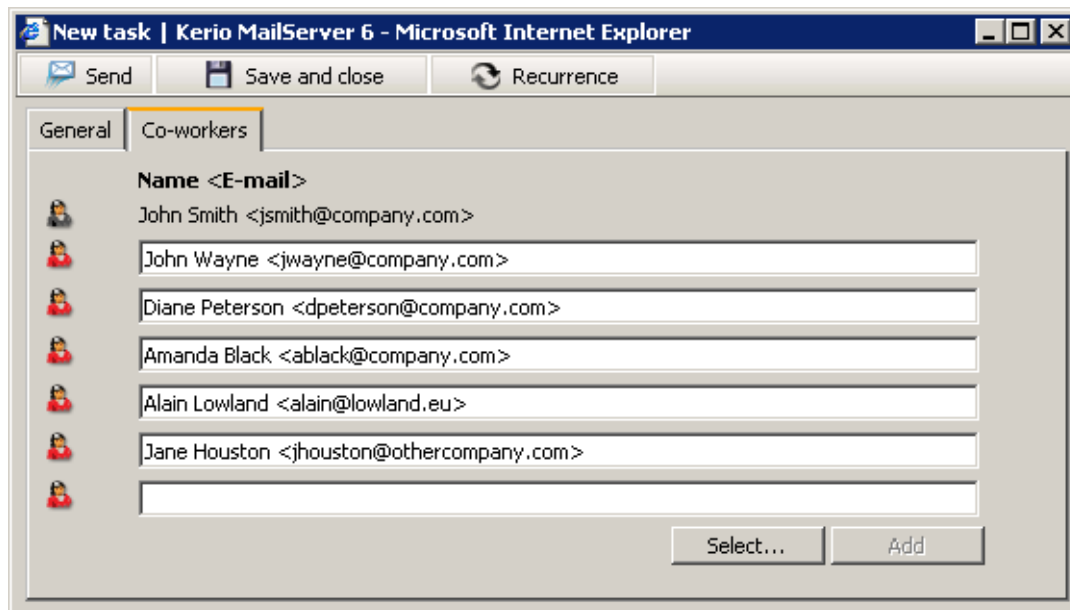


Figure 1.83 Co-workers

Co-workers and their addresses can be added to the list by the following methods:

- Use the *Select* button to search attendees in contacts. Simply look up and add any co-workers included in your contact folders.

The dialog allows setting of the following options:

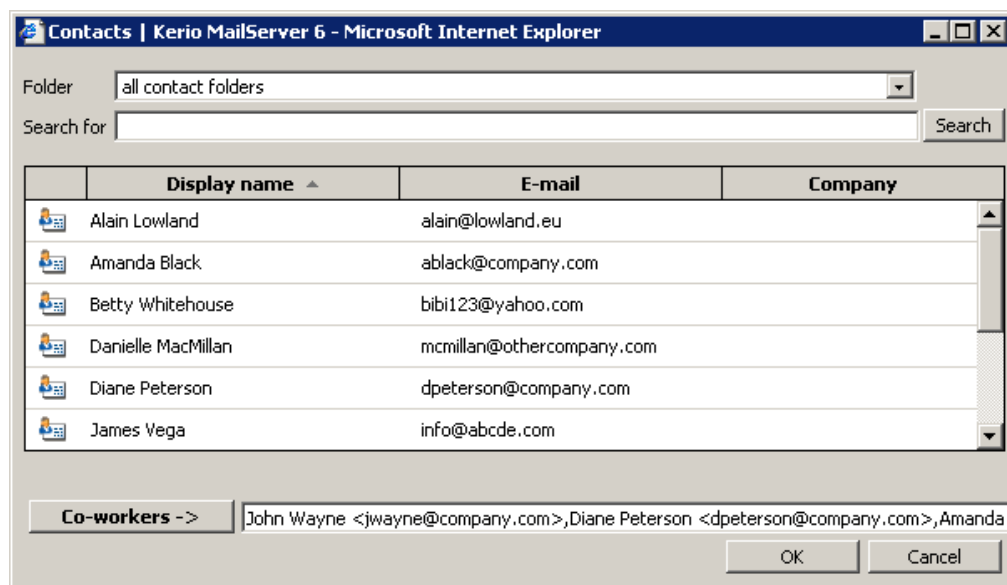


Figure 1.84 Select

### Folder

The menu includes all contact folders in the mailbox (including public and subscribed contacts).

### Search for:

Enter a string which will be used as search criteria, i.e. any addresses including the string will be searched. First letters of first or second name or username (the part of address preceding the at-sign) can be used as the string. The search string is not case-sensitive.

One or multiple addresses can be selected from the list (by clicking on them while holding the **Shift** or the **Ctrl** key) and selected addresses can be added to the co-workers list by the *Co-workers*.

*Note:* Addresses can be also added to the co-workers list by double-clicking on a particular item.

Once attendees are selected, save settings by the **OK** button. The dialog is closed and all selected addresses are listed.

- By the *Add* button — use the button to add lines where co-workers can be added by hand. This feature allows add addresses which are not included in any contact folder.

The *Add* button is not active unless there is at least one line blank where another address can be added. Once addresses are filled in all entries, the button is activated so that another line can be added.

*Note:* The best way is to add a co-worker to the list as **Firstname Lastname <name@company.com>**. The email address is sufficient.

Once addresses are filled in and the task definition is completed, the task can be either saved or sent to co-workers. Co-workers can accept or reject it. Acceptance or rejection status is shown on the *Co-workers* tab (see figure 1.85)



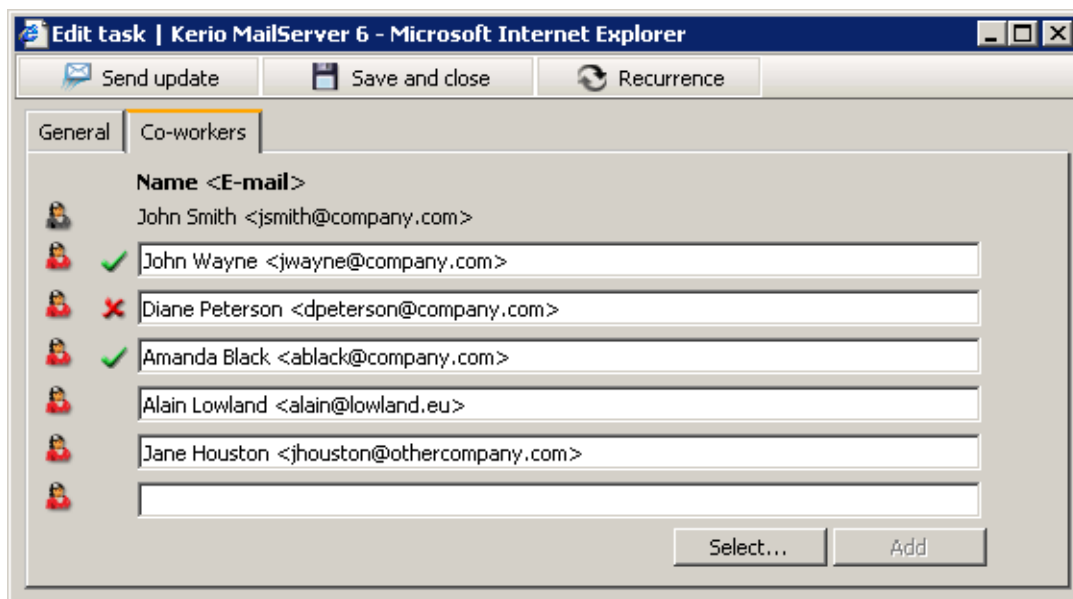


Figure 1.85 Task acceptance/rejection

### Task recurrence

Click The dialog where recurrence can be set is opened by the *Recurrence* icon provided in the upper part of the task edit window.

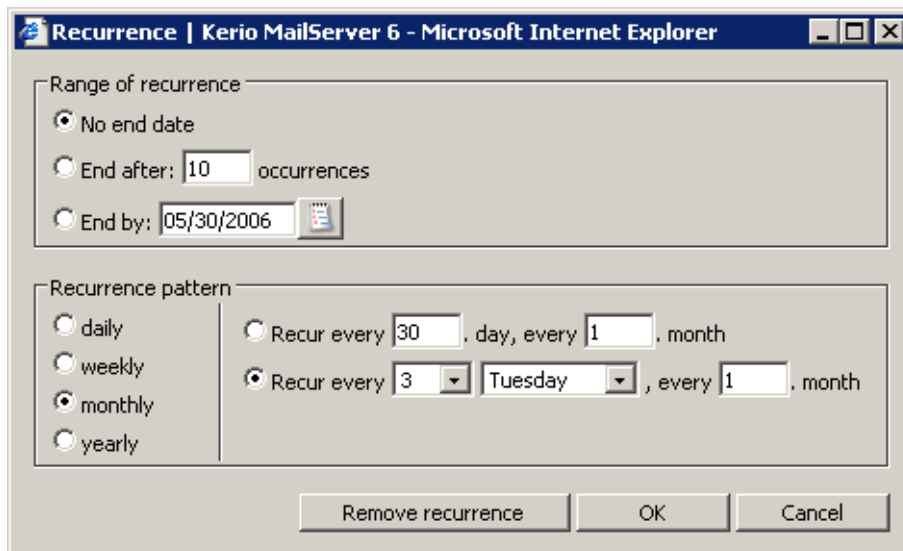


Figure 1.86 Task recurrence

### Recurrence pattern

Multiple recurrence patterns are available (*daily, weekly, monthly, yearly*). Each of these patterns has different parameters.

### Range of recurrence

Set the desired range of recurrence.

- *No end date* — no end date is set.
- *End after ... occurrences* — the recurrence is over when the specified number of recurrences is reached.
- *End by* — recurrences happen in the specified time.

### 1.8.4 Private Tasks

Private tasks are helpful especially for sharing of folders. If the folder is shared with other users, tasks set as private can be viewed only by the folder's owner.

Private tasks can be created as follows:

1. Open the *New task* dialog box.
2. Insert relevant information.
3. On the *Settings* tab, enable the *Private* option (see figure 1.82).
4. Save changes by clicking *Save and Close*.

**Warning:** Private tasks are treated as private only if the client where private task folders are viewed supports this feature. In other client applications, it is possible to view and edit tasks without any restrictions by users with appropriate access rights. This also implies that information included in private tasks are not well secured.

### 1.8.5 Moving and copying tasks

Tasks can be moved or copied between folders as follows:

#### *The Drag & Drop method*

Drag & Drop is a simple method for moving and copying items by using only the mouse:

1. Hover a task with the mouse pointer and click on the left mouse button. Hold the button and drag the event over the destination folder. Release the mouse button.  
*Note:* To copy the selected task(s), hold the **Ctrl** key (or **Alt** on Mac OS X).
2. Hold down the mouse button (and the **Ctrl** key, when copying) and drag the task to another folder.

3. A green icon appears when the task is ready to move (see figure 1.87) or a blue icon when ready for copying (see figure 1.88).

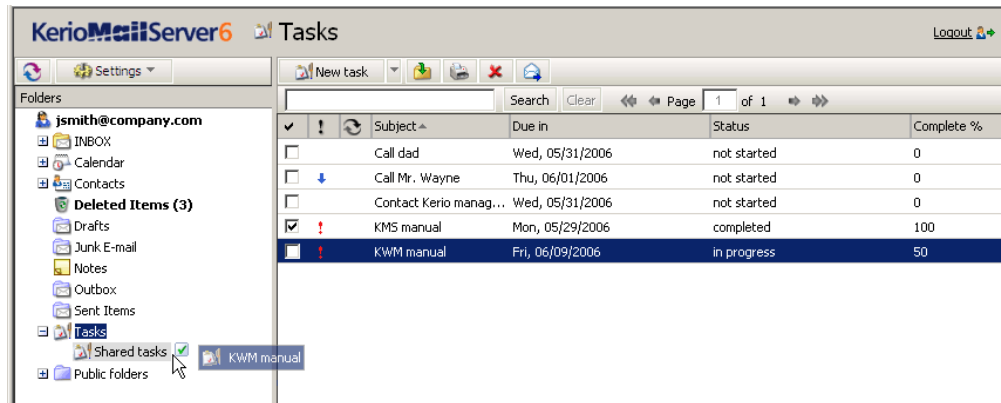


Figure 1.87 Moving tasks by the Drag & Drop method

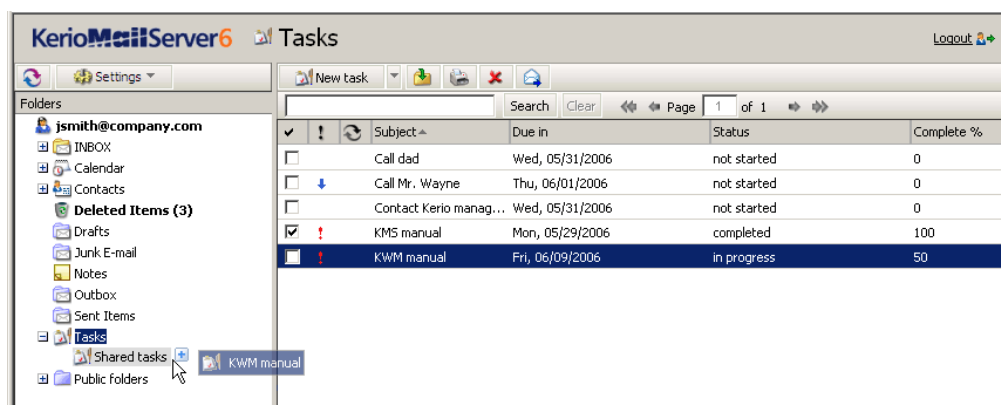


Figure 1.88 Copying tasks by the Drag & Drop method

4. Let hold of the button to move the task immediately.

*Note:* Unless the task is dragged over a folder where it can be moved (i.e. any task folder with appropriate access rights in the folder tree), a red icon is displayed meaning it is impossible to move the message to the particular location.

### Using the Move or copy button

The *Move or copy* toolbar button can be used to move or copy the item, as follows:

1. Use the mouse pointer to select a task and click on the *Move or copy* button available on the toolbar (see figure 1.89).

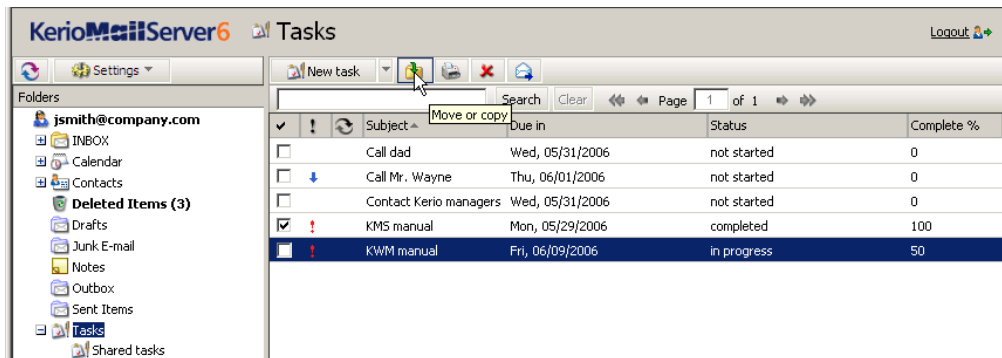


Figure 1.89 Moving/copying tasks by the button on the toolbar

2. In the *Folder selection* dialog just opened, select the folder where you want to move or copy the item and click on *Move* or *Copy*.

### Pop-up menu

The pop-up menu can also be used to move or copy tasks:

1. Right-click a task. In the context menu, select *Move or copy* (see figure 1.90).

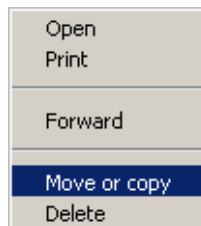


Figure 1.90 Move/Copy tasks using the context menu

2. This opens the *Folder selection* dialog where you can select a folder where the task will be move or copied. Click on *Move/Copy*.

### 1.8.6 Forwarding tasks attached to email

*Kerio WebMail* allows forwarding of tasks in such a format so that it is possible to save it to a task folder. Thanks to this feature we can avoid copying of task data to an email message and to a new task edit dialog box on the addressee's side.

*Kerio WebMail* also supports another option. When a message with an task in the attachment is received, the recipient can simply click on the attachment to open the task in the standard task edit dialog box. Click on *Save and Close* to confirm settings and save the task to the *Tasks* folder.

*Note:* To save a task or open it as an attachment, right-click on it and use one of the options available, *Open* or *Save*.

### How to forward a task

To forward a task, select it by the mouse pointer and click on the *Forward* button on the task folder's toolbar (it is also possible to use the corresponding option in the pop-up context menu).

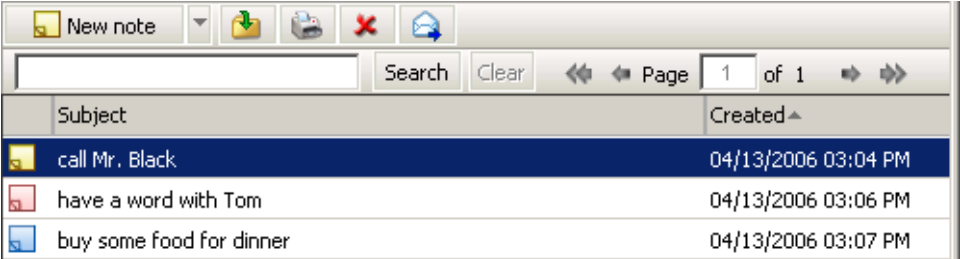
Select a task and click on a corresponding icon to open a message editor where the task is included as an attachment.<sup>4</sup> At this point, simply send the email message.

*Warning:* Do not forget to enter the recipient's email address in the *To:* textfield.

## 1.9 Notes

Note folders in *Kerio WebMail* can be used to record simple notes. In non-digital world, these notes are represented by loads of colourful stickers used as reminders. One of the great advantages of electronic notes is their central storage and the impossibility of losing them.

Individual notes are organized in a table where users can mark them as completed. Each row contains one note, as well as available information about it (see figure 1.91).



Subject	Created
call Mr. Black	04/13/2006 03:04 PM
have a word with Tom	04/13/2006 03:06 PM
buy some food for dinner	04/13/2006 03:07 PM

Figure 1.91 Notes

*Note* folders are equivalent to other folders. They can be shared, set as public or attached. For more information on shared and public folders, see chapter 1.10.

### 1.9.1 Toolbar

The note folder toolbar contains the following options:

#### New note

Click on this option to create a note.

<sup>4</sup> The task will be forwarded in the *iCalendar* format (.ics).

### **Move or copy**

Use the button to copy or move a selected note (see chapter [1.9.4](#)).

### **Print**

Click on the *Print* icon to print the selected note. First, the printed page preview appears; then the standard Print dialog box is displayed.

### **Delete**

Use this button to delete the selected note. Notes can be deleted also by the **Delete** key (in Mac OS X also by Backspace).

### **Forward**

Use this button to forward the selected note to other users.

## **1.9.2 Viewing the note list**

In *Kerio WebMail*, notes are shown in a list including note names, date of creation and specific colours. Colours can be important. Each colour stands for a value. Colours can represent for example topics and areas or levels of importance.

By default, up to 20 notes are listed on one page. To change number of notes displayed on a single page, use the *Settings* section in *Kerio WebMail* (see chapter [1.11.1](#)).

### ***Sorting notes by columns***

The detailed information on individual notes is displayed in the columns. Each column enables sorting notes by information. Click the column heading to sort notes in the ascending or descending order (see the arrow next to the column name) by alphabet, time or colour (depending on the column contents).

*Note:* For listing by subject, items are sorted by the alphabet of the language set in *Settings* as preferred (the *General* tab) — for details, see chapter [1.11.1](#). In result, if for example English is set as preferred and subjects are in German, subjects will be ordered by English alphabet and some specific national characters may also cause problems in sorting.

### ***Adding and deleting columns***

Users can customize the appearance of the table and the information shown. The columns can be added or deleted. Right-click the table header and specify the column settings in the *Select fields* window. The pop-up menu contains the *Change columns* option. Checked columns will be shown in the dialog box, unchecked columns will be hidden.

### *Adjusting the column width*

The width of the note list can be adjusted. To change the column width, click between two columns in the table header and drag the cursor right or left as needed.

### 1.9.3 Create and edit notes

To create a new note, click on the *New note* option on the toolbar. A simple yellow window is opened. Any text can be written in the note area. The text of the first line is automatically used as the note's subject. To separate this line from others, use *Enter*. The other lines are not displayed in the list.

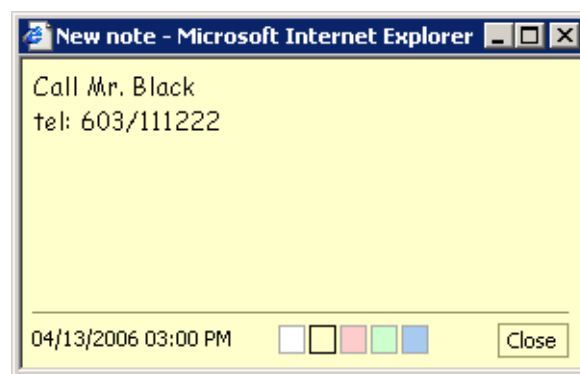


Figure 1.92 Note

The note dialog also includes date and time of the creation and a colour pallet which can be used to select a colour for the current note (yellow is used by default).

The note window can be resized. The parameters set will be kept for future. This means that the window's size and position will be kept for the next time the note is opened.

When finished, save the note by the *Close* button (see figure 1.92).

### 1.9.4 Moving and copying notes

Notes can be moved and copied by several methods, as follows:

#### *The Drag & Drop method*

Drag & Drop is a simple method for moving and copying items by using only the mouse:

1. Hover a note with the mouse pointer and click on the left mouse button. Hold the button and drag the note over the destination folder. Release the mouse button.  
*Note:* To copy the selected note(s), hold the **Ctrl** key (or **Alt** on Mac OS X).
2. Hold down the mouse button (and the **Ctrl** key, when copying) and drag the note to another folder.

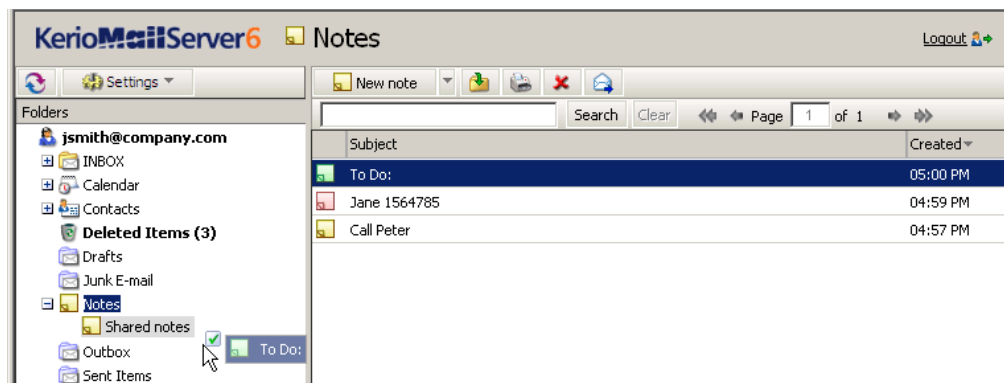


Figure 1.93 Moving notes by the Drag & Drop method

3. A green icon appears when the note is ready to move (see figure 1.93) or a blue plus icon when ready for copying (see figure 1.94).

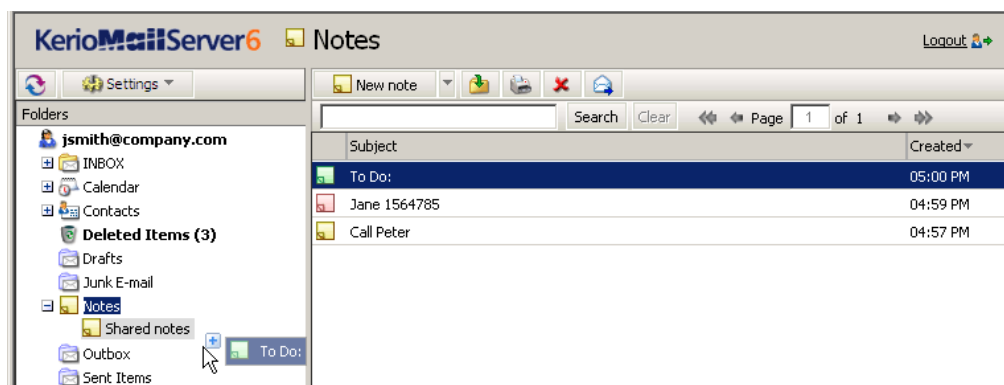


Figure 1.94 Copying notes by the Drag & Drop method

4. Let hold of the button to move the note immediately.

*Note:* Unless the note is dragged over a folder where it can be moved (i.e. any note folder with appropriate access rights in the folder tree), a red icon is displayed meaning it is impossible to move the message to the particular location.

### Using the Move or copy button

The *Move or copy* toolbar button can be used to move or copy the item, as follows:

1. Use the mouse pointer to select a note and click on the *Move or copy* button available on the toolbar (see figure 1.95).



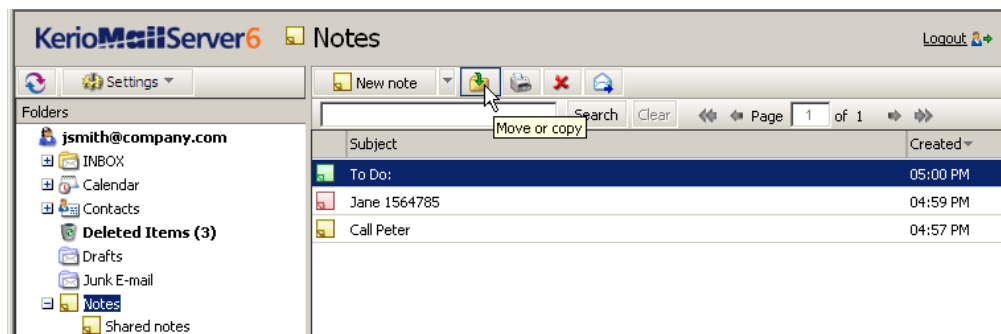


Figure 1.95 Moving/copying notes by the button on the toolbar

2. In the *Folder selection* dialog just opened, select the folder where you want to move or copy the item and click on *Move* or *Copy*.

### Pop-up menu

The pop-up menu can also be used to move or copy notes:

1. Right-click a note. In the context menu, select *Move or copy* (see figure 1.96).



Figure 1.96 Move/Copy notes using the context menu

2. This opens the *Folder selection* dialog where you can select a folder where the note will be move or copied. Click on *Move/Copy*.

### 1.9.5 Forwarding notes attached to email

*Kerio WebMail* allows forwarding of notes in such a format so that it is possible to save them to notes folders. Thanks to this feature we can avoid copying of the note data to an email message and to a new note edit dialog box on the addressee's side.

*Kerio WebMail* also supports another option. When a message with an note in the attachment is received, the recipient can simply click on the attachment to open the

note in the standard note edit dialog box. Click on *Close* to confirm settings and save the note to the default personal *Notes* folder.

*Note:* To save a note or open it as an attachment, right-click on it and use one of the options available, *Open* or *Save*.

The attachment with the note is sent in a special proprietary format which can be used only in *Kerio WebMail* or *MS Outlook* extended by the *Kerio Outlook Connector*. In other types of email clients the note is displayed only in HTML.

### ***How to forward a note***

To forward a note, select it by the mouse pointer and click on the *Forward* button on the note folder's toolbar (it is also possible to use the corresponding option in the pop-up context menu).

Select a note and click on a corresponding icon to open a message editor where the note is included as an attachment. At this point, simply send the email message.

*Warning:* Do not forget to enter the recipient's email address in the *To:* textfield.

## **1.10 Folder Administration**

*Kerio WebMail* includes a folder tree which is the basic tool for maintenance of folders (see figure 1.97). The easiest way to work with individual folders is to use the context pop-up menu where folders can be created, removed, user access rights can be set, etc.

Folders displayed in *Kerio WebMail* can be categorized either by their user access rights or by type.

Classification by types:

- Email — the folder where email messages can be kept and maintained.
- Contacts — in such folders, contacts can be kept and maintained.
- Calendar — in such folders, events can be kept and maintained.
- Tasks — in such folders, tasks can be kept and maintained.
- Notes — a folder where notes can be kept.
- Root folder — the basic folder. For detailed information on this folder, see section 1.10.1.

Classification by user access rights:

- The default personal folders — all folders created within the first logon. Unlike the other folders, these ones cannot be removed. The default personal folders include for example *Inbox*, *Junk E-Mail*, *Drafts*, *Contacts*, *Notes*, etc.
- Personal folders — personal folders also include default folders. They include any folders and subfolders which cannot be accessed by other users.
- Public folders — special folders which are, by default, available to all users of the particular domain or of any *Kerio MailServer* domain (this depends on *Kerio MailServer* settings). Public folders can be handled only by users with special privileges. These privileges can be assigned in the administration console by the *Kerio MailServer* administrator. For details on public folders, refer to section 1.10.5.
- Shared folders — any folders which can be accessed by other *Kerio MailServer* users with appropriate rights (for details, see section 1.10.5).
- Subscribed folders — folders owned by another user which are shared and can be viewed, edited or administered by the current user (depending on special rights assigned by the owner). For details on subscription of folders, refer to section 1.10.6

### 1.10.1 Root folder

The root folder is the primary folder on the top level in the folder tree. Its default name usually consists of the username and the domain (see picture 1.9). Root folder is accessed through the pop-up context menu opened by right-clicking (see figure 1.97):

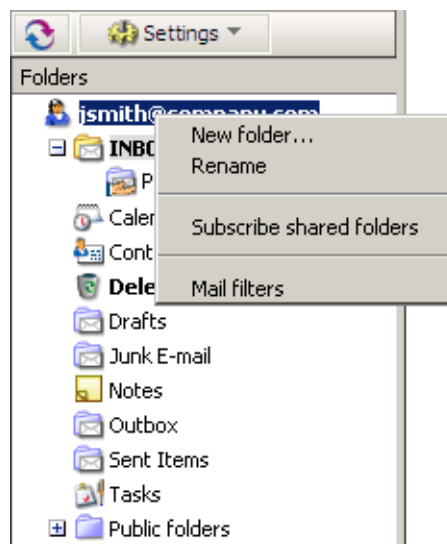


Figure 1.97 Context menu of the root folder

### **New folder**

Use this option to create a new folder.

### **Rename**

The root folder can be renamed.

### **Subscribe shared folders**

This option allows connecting to the folders shared by other users (for detailed information about subscribing, refer to chapter [1.10.5](#)).

### **Mail filters**

In *Kerio WebMail*, it is possible to create filtering rules for the incoming messages. For detailed information about filtering rules, refer to chapter [1.12](#).

## **1.10.2 Creating folders**

Any new folder is created as a subfolder of an existing folder. To create a folder on the top level, create it as a sub-folder of the root folder. The root folder is the primary folder on the highest level (in picture [1.9](#), the name of the root folder is the same as the user's email address). The root folder also can be renamed.

The following steps must be taken to create a new folder:

1. First, select the superior folder and right-click on it.

It is recommended to use the same folder types for all subfolders. In other words, email folders should be created as subfolders of other email folders (and not under a calendar folder), for example. These rules keep the folder tree well-organized and comfortable.

2. In the folder's pop-up menu just opened, click on *New subfolder* (see figure [1.98](#)).
3. In the dialog, enter a name for the folder and select type (see figure [1.99](#)):

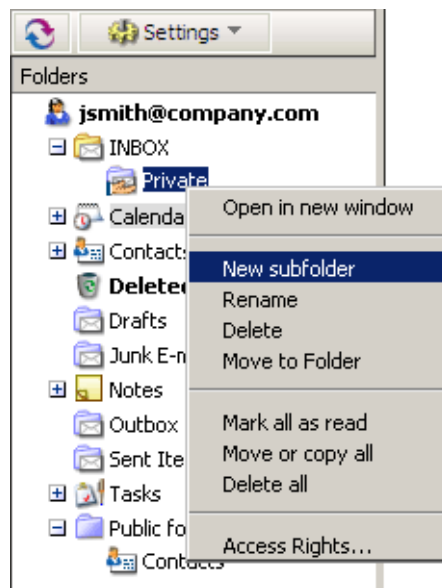


Figure 1.98 Folder's pop-up menu

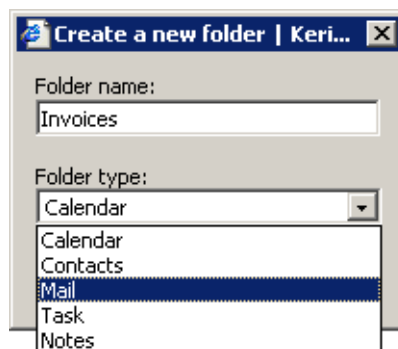


Figure 1.99 Creating a new folder

- *Email* (for storage of email messages)
- *Contacts* (where user personal information is kept)
- *Calendar* (management of events and meetings)
- *Notes* (storage and management of sticky notes)
- *Tasks* (management and storage of tasks)

Once the dialog is confirmed, the new folder is added to and displayed in the folder tree.

### 1.10.3 Folder tools

In section 1.10.2, instructions for creation of a new folder have been provided. This section lists and describes actions which can be applied to folders:

#### *Rename folders*

Folders can be renamed through their pop-up menu, as follows:

1. Select a folder to be renamed and right-click on it.
2. This opens the folder's pop-up menu (see figure 1.100).

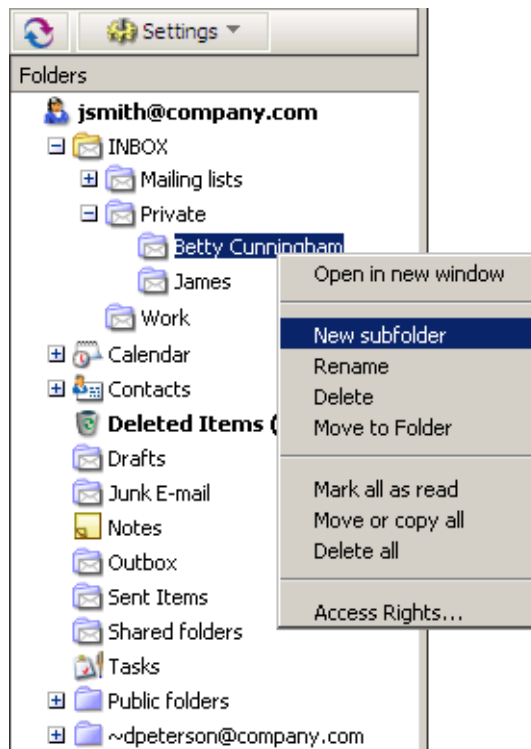


Figure 1.100 Folder's pop-up menu — Rename

3. Click on *Rename*.
4. A dialog is opened where the item can be renamed. Enter a new name and confirm changes by the *OK* button.

*Note:* From technical reasons, it is not possible to rename default personal folders. Therefore, the *Rename* option is not available in their pop-up menu.

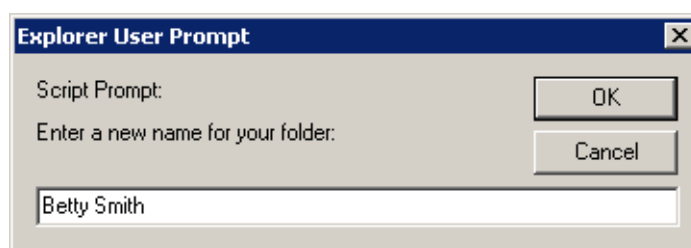


Figure 1.101 Renaming a folder

### *Remove folders*

Folders can also be removed, as follows:

1. Select a folder to be removed and right-click on it.
2. This opens the folder's pop-up menu (see figure 1.102).

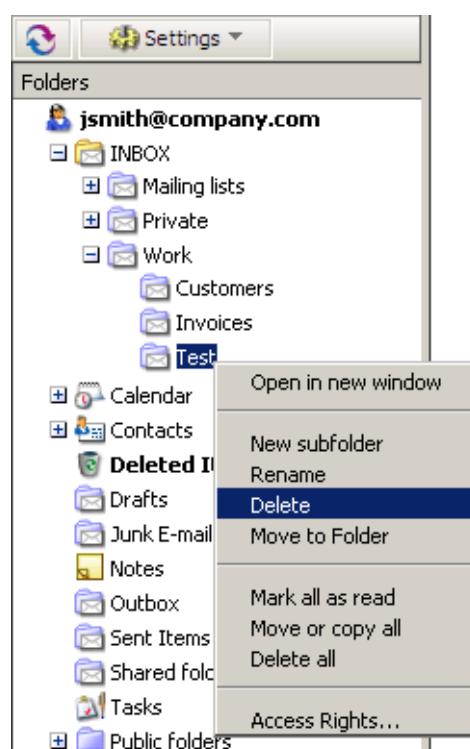


Figure 1.102 Folder's pop-up menu — Remove

3. Click on *Remove*. *Kerio WebMail* asks if you really want to remove the folder. Once confirmed, the folder is either moved to *Deleted Items* or it is removed immediately. This depends on settings of the *Delete messages permanently* option in *Kerio WebMail* (for details on user settings, see chapter 1.11.1).

*Note:* From technical reasons, it is not possible to remove default personal folders. Therefore, the *Removed* option is missing in their pop-up menu.

### Move folders

Folders can be moved within the folder tree either through the pop-up menu or by using the Drag & Drop method:

- Drag & Drop
  1. Select a folder to be moved.
  2. Click on the folder.
  3. Hold the mouse button and drag it over the folder to which the selected item will be moved. When a green icon appears at the pointer, let hold of the mouse button to move the folder (see figure 1.103).

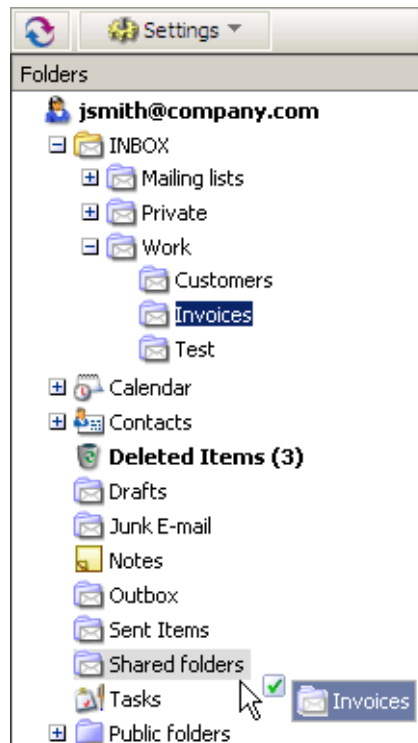
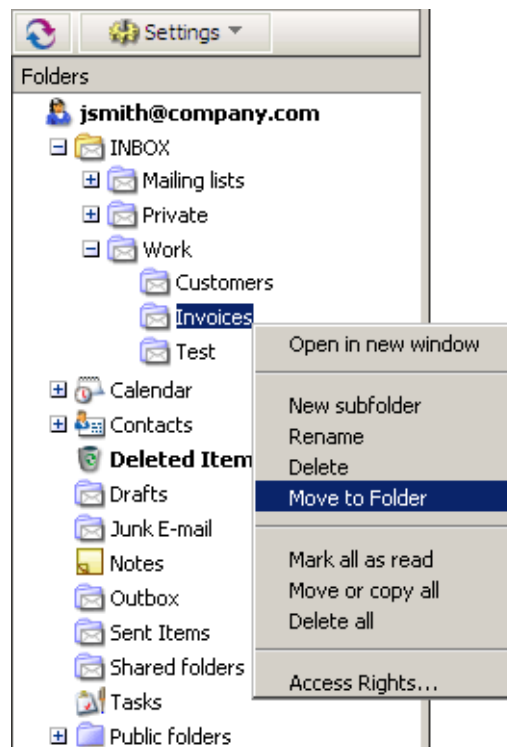


Figure 1.103 Moving folders by the Drag & Drop method



*Note:* Unless the folder is dragged over a folder where it can be moved, a red icon is displayed meaning it is impossible to move the message to the particular location.

- Pop-up menu
  1. Select a folder to be moved.
  2. This opens the folder's pop-up menu (see figure 1.102).



**Figure 1.104** Folder's pop-up menu — Move

3. Click on *Move*.
4. In the dialog just opened, select a folder to which the item will be moved.
5. Click *OK* to confirm the action.

*Note:* From technical reasons, it is not possible to move default personal folders.

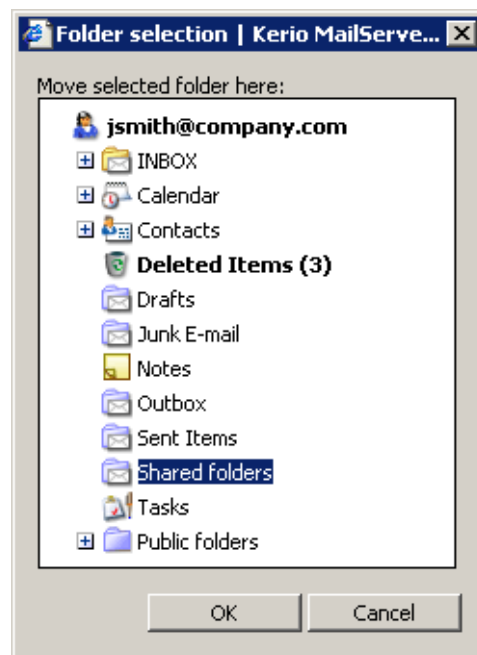


Figure 1.105 Moving a folder

### 1.10.4 Folder content options

Folder pop-up menu includes several tools for group manipulation with all items included in the particular folder:

#### *Mark all as read*

The *Mark all as read* option is available only in pop-up menus of email folders.

It can be helpful in the following cases:

- the function of marking shown read messages as read is disabled (messages are not marked as read once shown in the message-reading pane),
- a separate window is used for message reading (messages are not marked as read once shown there).

To mark all unread messages as read, follow these instructions:

1. Click on the folder with the right mouse button.
2. This opens the folder's pop-up menu (see figure 1.106).

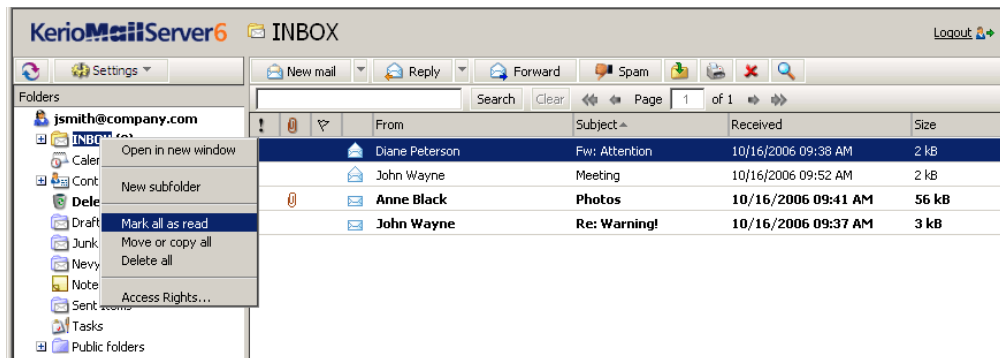


Figure 1.106 Pop-up menu — Mark all as read

3. Click on *Mark all as read*.

### ***Move or copy all***

This option can be used to copy or move all messages included in a particular folder. This option is available for all folder types.

To copy or move all items from one folder to another, follow these instructions:

1. Right-click on the folder to open its pop-up menu.
2. In the pop-up menu, click on *Move or copy all* (see figure 1.107).

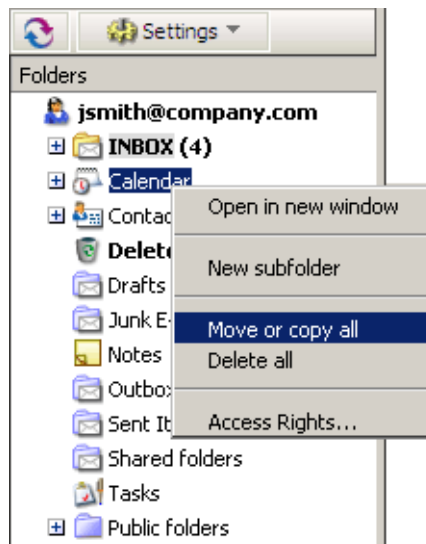


Figure 1.107 Pop-up menu — Move or copy all

3. In the move-or-copy dialog just opened, select the destination folder, i.e. the folder to which the items will be moved (see figure 1.108).

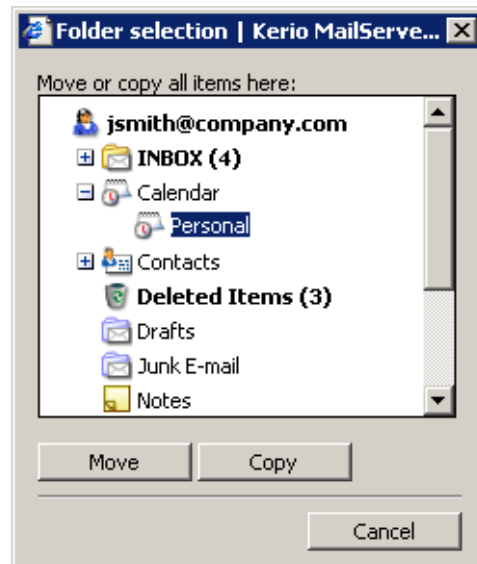


Figure 1.108 The move-or-copy-all dialog

*Warning:* Items can be moved or copied only between folders of the same type. This implies that it is not possible to copy or move for example email messages to a calendar folder, tasks to a note folder, etc.

4. Once the destination folder is selected, click on *Move* or *Copy*, depending on the action you want to take.

### **Delete all**

The *Delete all* option removes all items included in the particular folder. This covers regular items, such as messages, contacts, tasks, events and notes, as well as all subfolders. This option is available for all folder types.

To delete all items in a folder, follow these instructions:

1. Right-click on the folder to open its pop-up menu.
2. In the pop-up menu, click on *Delete all* (see figure 1.109).
3. *Kerio WebMail* asks if you really want to remove the folder content. Once confirmed, the folder content is either moved to *Deleted Items* or it is removed immediately. This depends on settings of the *Delete messages permanently* option in *Kerio WebMail* (for details on user settings, see chapter 1.11.1).

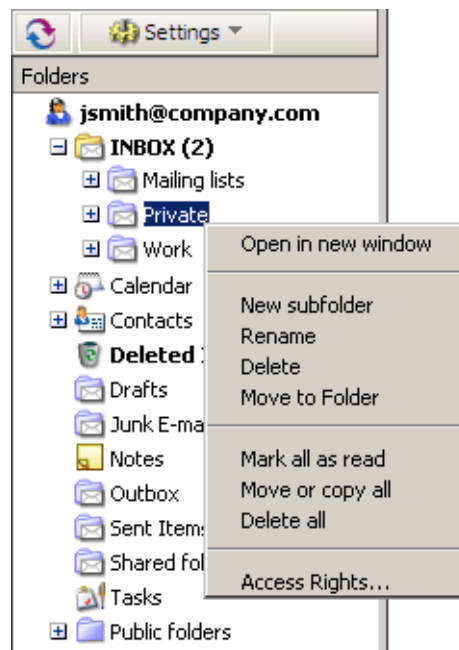


Figure 1.109 Pop-up menu — Move or copy all

### 1.10.5 Shared and public folders

*Kerio MailServer* enables creation of shared and public folders. A shared folder is any folder of any user who has decided to share it with other users (or group of users, domain, etc.) and grant specific rights to them.

Public folder is a special type of shared folder. This folder is automatically available for reading to all users of the domain or of *Kerio MailServer*.<sup>5</sup> By default, full access rights are possessed only by the *Kerio MailServer's* administrator who can assign the rights to other users.

#### *Creating a shared folder*

Each user can grant other users rights to any of his/her folders (we recommend careful consideration of this action — for example granting another user rights to the user's *INBOX* folder could have adverse implications).

Define access rights in the *Folder Sharing* dialog box which is opened upon right-clicking on a selected folder.

<sup>5</sup> This depends on the server settings (see *Kerio MailServer, Administrator's Guide*).

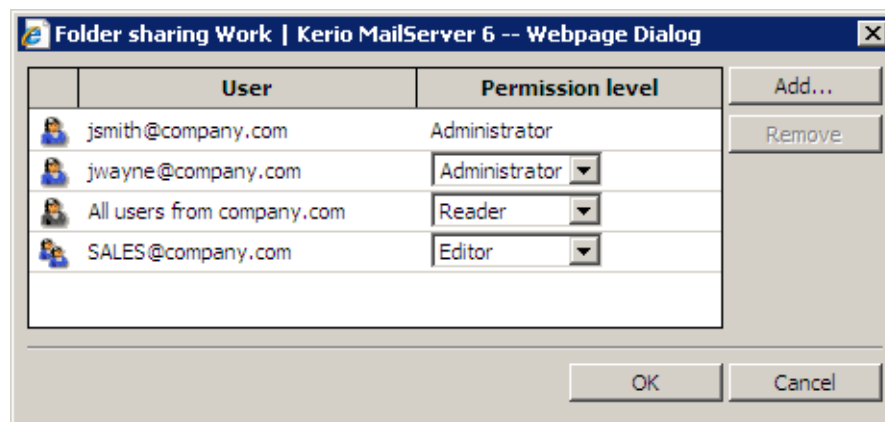


Figure 1.110 Folder sharing

Click on *Add*. In the *Add Sharing* dialog just opened, specify type of sharing.

Folders can be shared with various subjects.

- *User* — a particular user. Enter username (in case that the user belongs to the same domain as the sharer) or username with domain in the `username@domain` pattern (e.g. `jgraham@company.com`) if the user does not belong to the same domain.
- *Group* — a particular group. Use the entry to specify username or groupname with the domain included in format `group@domain` (e.g. `sales@company.com`). Domain must be included in name specification whenever rights are to be assigned to the group from another domain.
- *All users from domain* — specify the *Domain* entry with the particular domain name.
- *All users* — special type of access rights. The folder can be subscribed (for more information on account mapping, see chapter 1.10.5) by all users with accounts in *Kerio MailServer*.
- *Anonymous access* — special type of access rights. The folder can be subscribed by all users including those who have no account in *Kerio MailServer*. This type of access rights is useful especially for publishing of calendars in the iCalendar format.

Folders with anonymous access can be also accessed by special scripts.

To set user rights, select one of the options from the *Permission level* pull-down menu:

- *Administrator* — the user can read the folder as well as share it with other users and remove items in the group or the group itself. This user is not allowed only to remove access rights for the user who created the group.
- *Editor* — the user can edit items in the folder (add and remove items, etc.).
- *Reader* — the user is allowed only to read the folder's items. No editing is allowed.

*Note:* Username is required when access rights to a particular user or group are being set. The selection of a user or a group from the list is not available for security reasons. It is not recommended to allow a common user to access the list of all users.

Sharing can be disabled by marking a particular line in the list and clicking *Remove*.

Once the folder is shared, save changes by clicking on *OK*.

If sharing is correctly set, the shared folder will be marked as shared (see the *Jokes* folder in the image 1.111), so that the user knows which of his/her folders has been shared to other users.

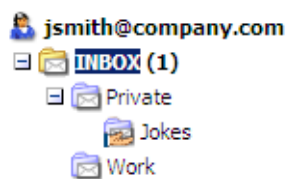


Figure 1.111 Shared folder

### Creating a public folder

The administration rights are required for creation of a public folder. These rights are granted only to Admin of the primary domain in *Kerio MailServer* by default. Admin is allowed to grant administrator rights to other users.

To create a public folder, simply right-click the *Public folders* folder and select *New folder* in the pop-up menu. Enter folder name and its type, i.e. *Mail* (storage of email messages), *Contacts* (contact information), *Calendar* (calendar tools), *Tasks* (storage of tasks) or *Notes* (storage of notes).

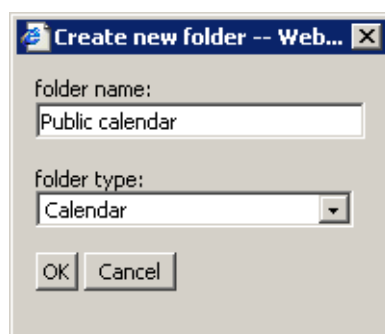


Figure 1.112 Dialog for creating a folder

After the public folder is created, it is also necessary to set the user rights (reading, writing or administration) for all users that will access the public folder. The rights to public folders are added the same way as in case of sharing (see chapter 1.10.5).

### 1.10.6 Folder subscription

Shared folders can be subscribed in *Settings* → *Subscribe shared folders* (see figure 1.113). Click *Subscribe shared folders* to open the dialog to enter the username of the person whose folder you want to subscribe to. This person must have an account in *Kerio MailServer*, otherwise the subscription will not work.

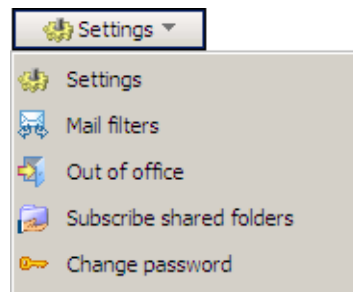


Figure 1.113 Settings Menu

If the username has been entered properly and the user has decided to share a folder with you, a dialog box with a list of shared folders will be opened. Check the folder to subscribe to a specific folder; clear the checkbox to unsubscribe.



Figure 1.114 Folder Subscription Dialog



All public folders you have been granted reader, editor, or administrator rights to, will automatically appear as subfolders of *Public folders*.

## 1.11 Kerio WebMail configuration

In addition to working with messages in folders, the *Kerio WebMail* interface also enables various settings. These changes can be performed in the *Settings* menu available via the *Kerio WebMail*'s toolbar (see figure 1.115).

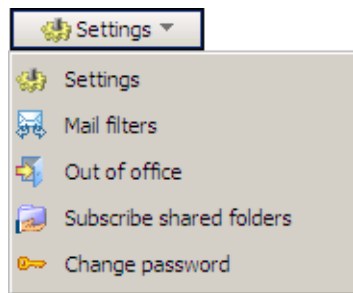


Figure 1.115 User settings menu

### 1.11.1 User settings

*Kerio WebMail* customization is enabled via the first item in the *Settings* menu. This opens a dialog divided to several tabs:

#### *General*

The *General* tab contains basic user settings for the *Kerio WebMail* interface:

##### **Preferred language**

Selection of a language for the *Kerio WebMail* interface. The *Browser detected* option sets a language in correspondence with settings of the particular client (i.e. of the web browser or the system where the browser is running).

*Note:* All items, such as messages, contacts, events and tasks, in all folder types will also be sorted by the alphabet of the language set as preferred. In result, if for example English is set as preferred and subjects are in German, subjects will be ordered by English alphabet and some specific national characters may also cause problems in sorting.

Currently, *Kerio WebMail* includes the following language versions:

- English
- Czech
- Chinese
- French

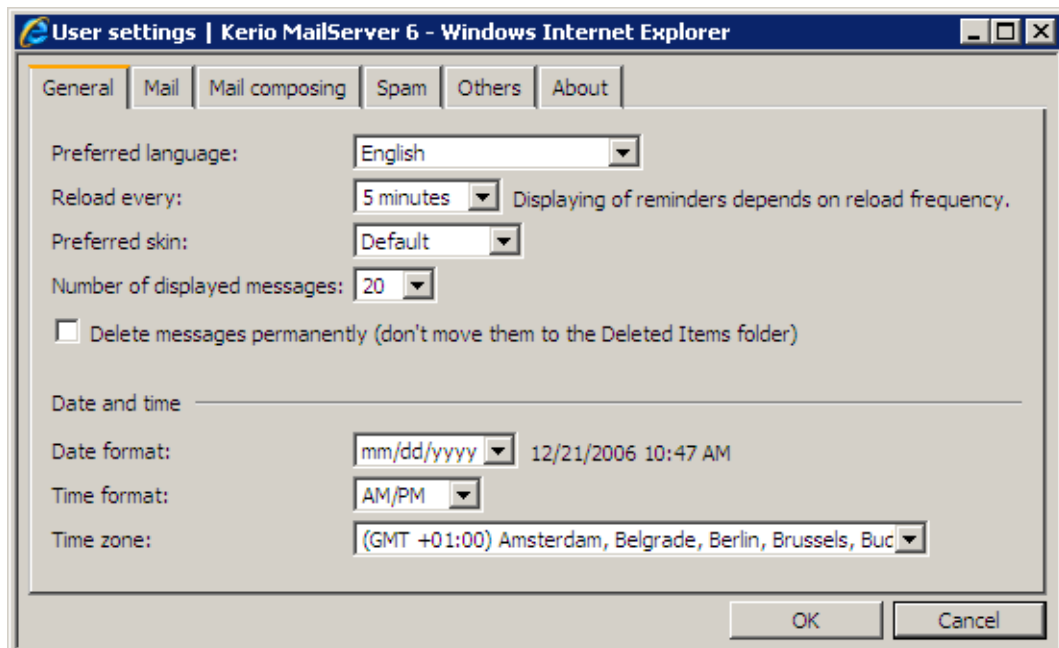


Figure 1.116 User settings — General tab

- Dutch
- Croatian
- Italian
- Japanese
- Hungarian
- German
- Polish
- Portuguese
- Russian
- Slovak
- Spanish
- Swedish

### Reload every

This option controls the folder tree restore and reminder display.

### Preferred skin

Skin of the interface can be set in the menu. Save the settings to switch to activate the new skin.

### Number of displayed messages

Use this option to set the number of messages that will be displayed in the message list.

This option applies also to number of events, contacts, tasks and notes which will be displayed at one page.

### Delete messages permanently

Check this option if you do not want to store deleted messages in *Deleted items* folder.

### Date format

Selection of the date display. The date form follows this pattern: dd — day, mm — month, yyyy — year.

### Time format

Set time format which will be applied to time display in all folders.

### Time zone

Time zone settings are based on *Kerio MailServer* by default. Users can re-define the time zone, if they plan to use *Kerio WebMail* in a time zone different from the server location.

These settings are especially useful in communication with people located in a different time zone. The communication will not be complicated by an incorrectly specified time of meeting or message.

If *Kerio WebMail* is opened in a browser with a different time zone, a dialog box appears with an information that the browser time zone has changed and a question whether you want to change the *Kerio WebMail* time zone. This is necessary for correct conversion of time zones in *Kerio WebMail*.

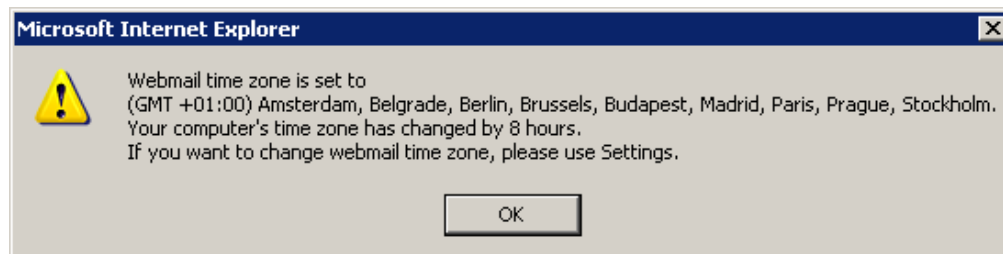


Figure 1.117 Warning

Time zones are described in more detail in chapter 1.13.

## Email

Use the *Mail* tab to set parameters for mail folders. Mail folders are described in detail in chapter 1.5.

### Reading pane

This type of window is available in mail folders only. It is an area where the body (text) of the message is displayed. The subwindow can be positioned either on the right or at the bottom of the active window or it can be hidden.

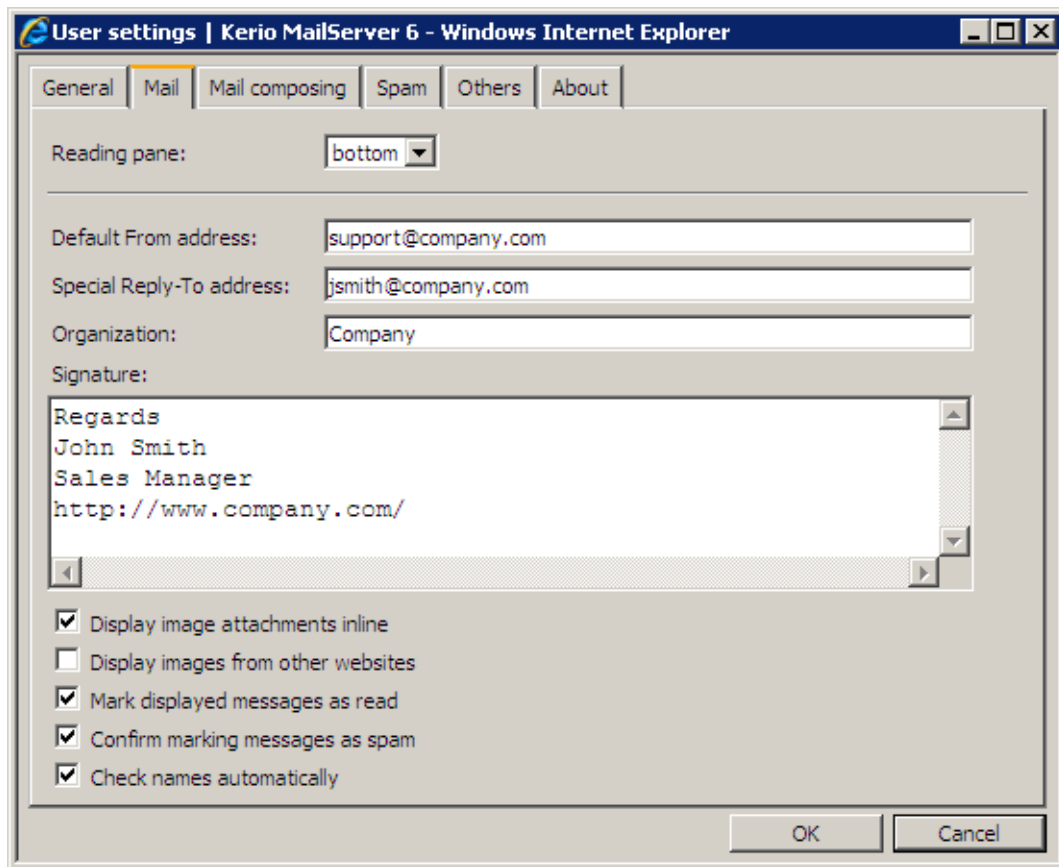


Figure 1.118 User settings — Mail tab

### Default sender address

The email address from which the messages are sent.

### Address for replies

Address to which replies will be sent (the Reply-To: item).

### Organization

Name of the company is included in the message as the Organization: header.

### Signature

The signature added automatically to all sent messages (including replies and forwarded messages).

### Display image attachments inline

The image attachments (GIF, JPEG) can be displayed directly in the message body. If this option is unchecked, only a hyperlink to the image is displayed. If you are connected to the *Kerio WebMail* interface via a slow line (e.g. modem), we recommend not to enable this option.

**Display images from the web**

Each message with HTML body can contain links to images stored on the remote server. If this option is enabled, the images will be downloaded from the server. This way, active mailboxes can be identified easily (and misused for the purpose of sending spam messages). Your computer can be also attacked due to browser security errors. For security reasons, it is recommended to leave this option inactive.

**Mark displayed messages as read**

For better reference, new messages which have not been read yet are bold. If the *Mark displayed messages as read* option is enabled, new messages are marked as read when opened. Read messages in the message list are not displayed bold any more. This option is enabled by default. If you do not want the messages to be marked as read upon opening, clear this option.

*Note:* Use the pop-up menu of a selected message to mark it as read/unread.

**Confirm marking messages as spam**

Use this option to enable/disable the confirmation dialog box.

**Automatic checks of address**

When recognized, the address of the recipient is filled out automatically upon entering, after the pointer is moved into other field. If there are more addresses that start with the string specified, the window with all appropriate addresses is opened. The search is performed in all folders set on the *Mail composing* tab. By default, the default private and public Contact folders are scanned.

**Message writing**

Use this tab to set some of the parameters for message sending.

**Compose messages in HTML format**

This option is checked by default. The message text cannot be formatted, if the message is not composed in HTML format (see chapter 1.5.5). This setting applies to all messages.

Messages can be also composed in HTML format (or in the plain text format) by default and you can use the other alternative only when needed. To specify this setting for a selected message, use the *Options* dialog in the message editor (see chapter 1.5.5). This applies only to the selected message; the default settings are not changed.

*Warning:* In Safari, it is not possible to compose HTML messages. Therefore, the *Compose messages in HTML format* option is missing for this browser.

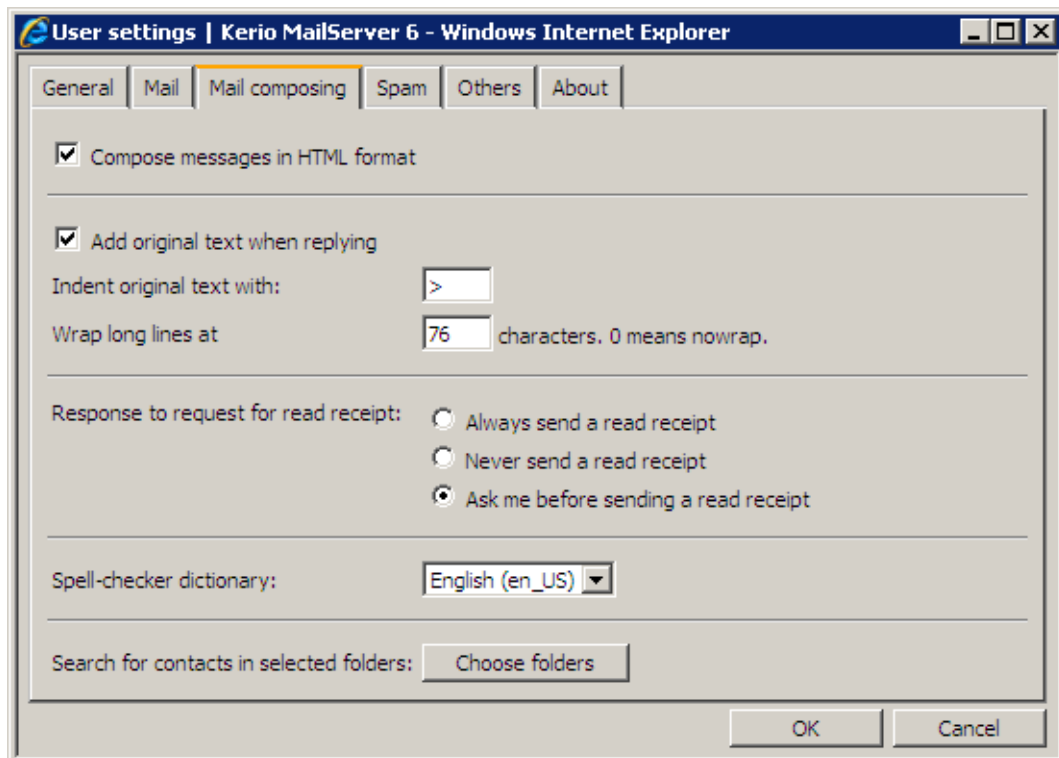


Figure 1.119 User settings — Mail composing tab

### Add original text when replying

Use this option, if you want to include the original message in your reply. You can also select the character that will appear before each line of the original message. These characters are used to differentiate graphically the original message from the reply.

The line wrap function facilitates the reading of messages. The value of 76 characters is set as default. If the value is set to 0, the text will not be wrapped.

### Response to request for read receipt

Use this option to specify what will happen to a delivered message that requires reading confirmation. It is recommend to select the *Ask me before sending a read receipt* option, because users can decide according to the importance of the message whether the confirmation should be sent or not.

### Spell checker dictionary

Selection of the spellcheck dictionary language. When you use the dictionary for the first time, the spellcheck may take longer, since the dictionary is loaded into the memory.

### Search for contacts in selected folders

Check this option to speed up searching for contacts. The search engine goes through selected folders only.



Figure 1.120 Folder selection

### Spam

The *Spam* tab contains several options to get rid of unsolicited email:

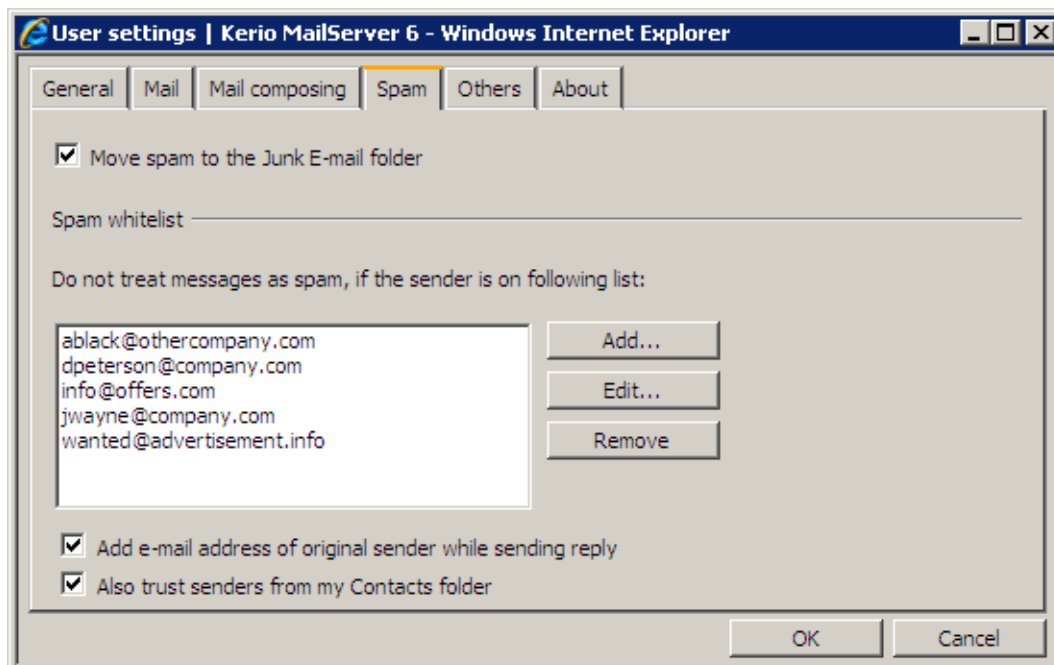


Figure 1.121 User settings — Spam tab

### **Move spam to the Junk E-mail folder**

Check this option to move all recognized unsolicited email directly to the *Junk Email* folder.

This option also enables adding email addresses to the list of trustworthy users (see below).

### **Do not treat messages as spam... (Spam whitelist)**

The spam filter may mark even solicited message as spam, if it bears some spam characteristics. So called *Spam whitelist* enables to define senders who will not be considered as spammers by any means. Their messages will not be marked as spam.

### **Add e-mail address of original sender...**

Upon each reply, the email address of the particular sender now becoming an addressee is added to the *Spam whitelist* automatically.

This option determines that any email message replied is considered as non-spam. Any other messages sent from such addresses are automatically considered as non-spam.

### **Also trust senders from...**

If this option is enabled, messages marked as spam which were sent from addresses included in the default contact folder are not moved to the *Spam* folder.

This option supposes that email addresses in one's contact list are trustworthy. This option simplifies whitelist definition.

For details about spam, see chapter [1.5.7](#).

## **Others**

The *Others* tab enables users to customize this page. For details about the “Today” page, see chapter [1.3](#).

### *Today*

#### **After login**

This option makes the “Today” window open after user login to the *Kerio WebMail* interface.

#### **Messages**

You can click on *Choose* to select email folders which will be showed in the Today page.

#### **Calendar**

Use this option to specify the number of days displayed on one page of the calendar folders.



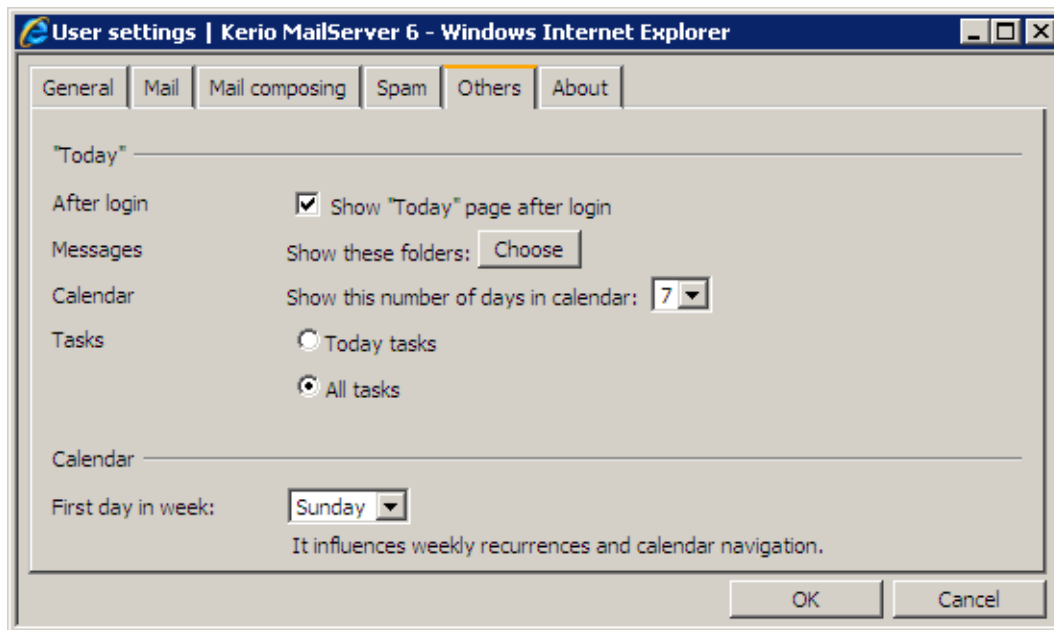


Figure 1.122 User settings — Today tab

## Tasks

On the “Today” page in the *Tasks* section, users can specify whether only the tasks that are due today (*Today tasks*) or all uncompleted tasks (*All tasks*) will be displayed.

## Calendar

### First day in week

This setting takes effect in *Kerio WebMail* in two cases:

- Thumbnail calendar in calendar folders — if Sunday is set as the first day of the week, weeks in thumbnail calendars start with Sundays. Consequently, if Monday is set as the first day of the week, weeks in thumbnail calendars start with Mondays (see figure 1.123).

June 2006						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
Today						

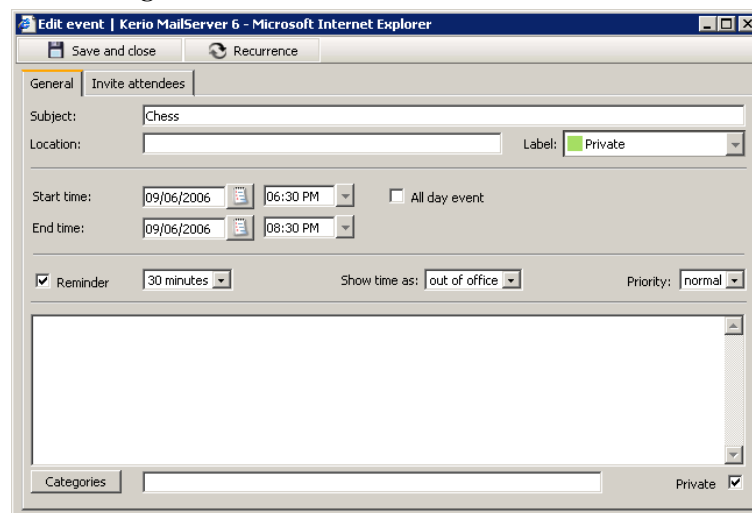
June 2006						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
Today						

Figure 1.123 Comparison of thumbnail calendars

- Weekly recurrence period applied to events and tasks — setting of the first day in the week takes effect only in a specific case which will be better understood through an example:

Every two weeks, on Sundays and Wednesdays, in the evening, Mr Jonathan Flykiller meets friends to play chess. He uses recurrent events in his calendar to remind him of these meetings. The events are set as follows:

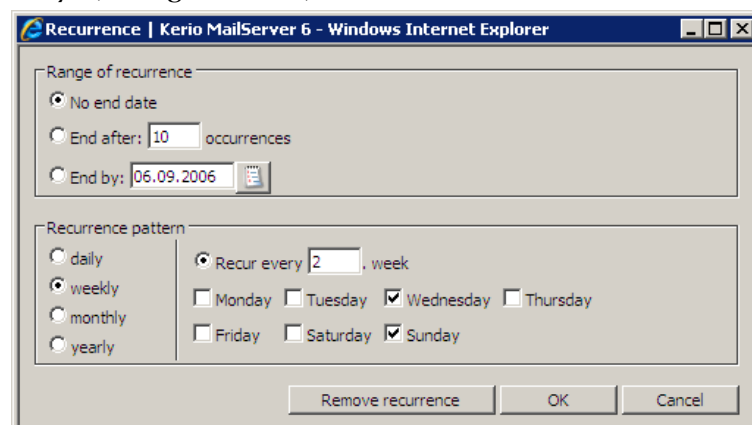
- Mr Flykiller opens a new event in the calendar and sets date and time (September 9 from 6.30 PM to 8.30 PM) and sets the subject name for Chess (see figure 1.124).



The screenshot shows the 'Edit event' window in Kerio MailServer 6. The 'General' tab is selected. The subject is 'Chess'. The start time is 09/06/2006 at 06:30 PM, and the end time is 09/06/2006 at 08:30 PM. The event is marked as 'Private'. A reminder is set for 30 minutes. The 'Show time as' is 'out of office' and the priority is 'normal'.

Figure 1.124 Event settings

- Weekly recurrence is set to once-a-two-weeks recurrence on Wednesdays and Sundays (see figure 1.125).



The screenshot shows the 'Recurrence' window in Kerio MailServer 6. The 'Range of recurrence' section has 'No end date' selected. The 'Recurrence pattern' section has 'Recur every 2 week' selected, with 'Wednesday' and 'Sunday' checked.

Figure 1.125 Setting recurrence

Now, let's see how this recurrent event is shown in a calendar where Sunday is set as the first day of the week and compare it to the case where Monday is set as the week-starting day. The difference can be understood through figure 1.126 (the green event was created when Monday was set as the week-starting day while the red events were created when Sunday was set as the first day of the week).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
28. August	29	30	31	1. September	2
					3
4	5	6 06:30 PM: Chess 06:30 PM: Chess	7	8	9
					10 06:30 PM: Chess
11	12	13	14	15	16
					17 06:30 PM: Chess
18	19	20 06:30 PM: Chess 06:30 PM: Chess	21	22	23
					24 06:30 PM: Chess
25	26	27	28	29	30
					1. October 06:30 PM: Chess

**Figure 1.126** Comparison of calendars with different week-starting days

If Monday is set as the week-starting day, Wednesday and Sunday are included in the same week.

If Sunday is set as the week-starting day, only Wednesday is marked in the first week since Sunday, September 9, already belongs to the following week. The following weeks start with Sunday (starting on September 17 at figure 1.126) as set in the parameters.

### About

The *About* tab shows the current *Kerio MailServer* version and the link to website of the author.

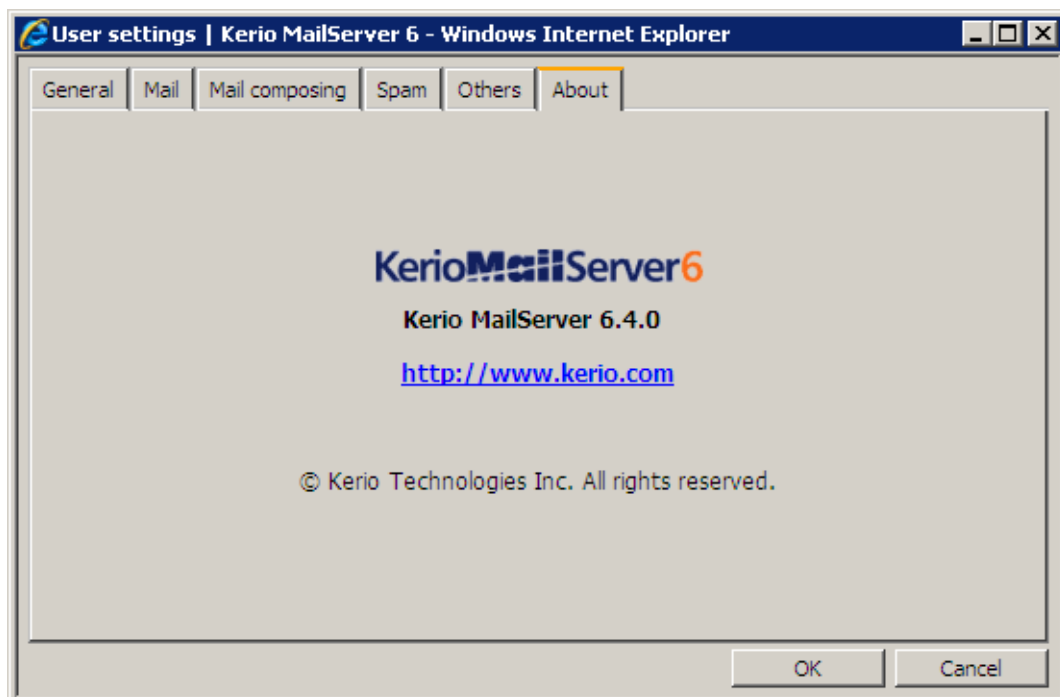


Figure 1.127 User settings — About tab

### 1.11.2 Out of office

The *Out of office* rule allows setting of automated responses to incoming messages.

This automatic reply can be enabled when a user cannot reply messages him/herself (e.g. when the user is ill or on vacation). It is usually helpful when the user is supposed to reply immediately.

Automated reply can be set in the *Settings* → *Out of office* toolbar menu. In the Out of office dialog, switch to the *I am out of office now* mode and enter a message which will be sent to incoming messages. Thus, senders know immediately that the user cannot send them any answering message at the moment.

Automatic replies are defined by a rule applied to incoming email (the rule is saved in *Kerio MailServer*). These rules as well as their definition are focused in chapter 1.12.

The *I'm out of office* rule consists of the following items:

- **Condition:** The rule will apply to all incoming messages except email sent from mailing lists. The automatic answer is not sent where answering to another automatic email (this should prevent users from email loops).
- **Action:** The text entered will be sent to each sender's address included in an incoming message only once a seven days.

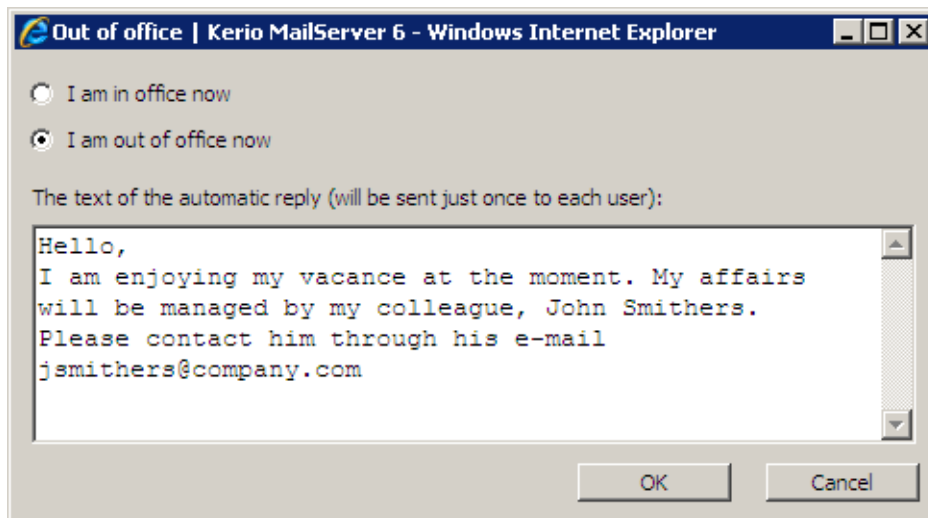


Figure 1.128 User settings— Out of office tab

*Warning:* Before enabling the *Out of office* rule, it is recommended to enable also the *Spam* rule to make sure that automatic replies are not sent to spammers. If the *Spam* rule is not enabled, your address will be exposed to spammers who try to send their spam messages to randomly generated addresses and later use those addresses from which they get an answer (so that they are sure the address exists and start to send even larger volumes of spam messages to it).

### 1.11.3 Change of password

Password can be changed directly in the *Kerio WebMail* interface, without the need to contact the network administrator.

Use the *Change password* option in the *Settings* menu of the toolbar.

For security reasons, it is necessary to use the secured HTTP for connecting to *Kerio WebMail*. The beginning of the URL address must be entered as follows: `https://`

*Warning:* If you use the unsecured version of HTTP protocol, the password cannot be changed in the application.

The dialog contains only three fields to specify the old and the new password. The new password must be entered twice, in order to eliminate typing errors. If the password contains special (national) characters, users of some mail clients will not be able to log in to *Kerio MailServer*. It is therefore recommend to use only non-diacritic characters for passwords.

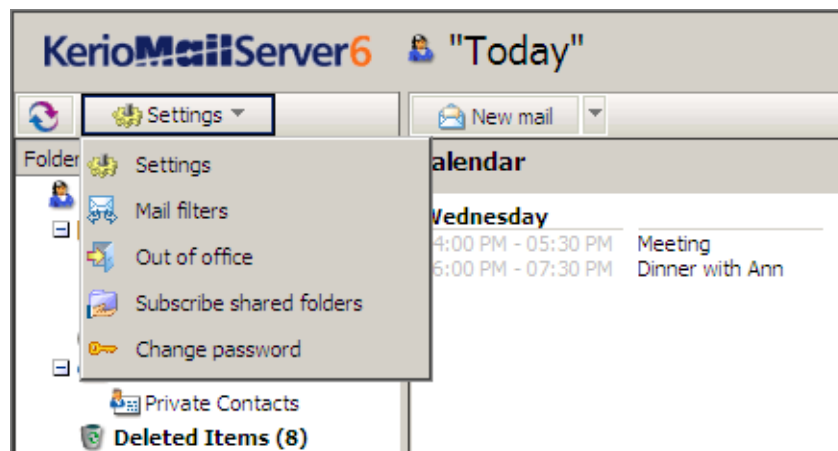


Figure 1.129 Settings Menu



Figure 1.130 Change password

**Warning:** If a user connects to an account which is mapped from the *Apple Open Directory* and they authenticate against the password server, the password cannot be changed.

### 1.11.4 Keyboard shortcuts used in the Kerio WebMail

Shortcuts for editing of contacts, events, distribution lists and notes:

- *Ctrl+S* — saves the data and closes the window.
- *Ctrl+Enter* — saves the data and closes the window.
- *Ctrl+N* (*Command+N*) — opens window *New message*, *New contact*, *New event*, *New task* or *New note*, depending on the type of the folder just being opened.

Writing a message:

- *Ctrl+K* — this key shortcut completes hinted email addresses in *To*, *Cc* or *Bcc* entries. Addresses to be entered are looked up among the addresses saved in contact folders.
- *Ctrl+Enter* — closes the message and sends it.

- *Ctrl+S* — saves the message to the *Drafts* folder.
- *Ctrl+C* — the text is copied to the clipboard.
- *Ctrl+V* — the text is pasted into a document or a dialog box.
- *Ctrl+X* — the text is cut and pasted to the clipboard.
- *Ctrl+B* — makes the text bold.
- *Ctrl+I* — makes the text italic.
- *Ctrl+U* — underlines the text.

List of messages:

- *Ctrl+R* — replies to the message.
- *Ctrl+N* (*Command+N*) — opens the *New mail* window.
- *Ctrl+M* (*Command+M*) — marks message as read.
- *Ctrl+U* (*Command+U*) — shows the source of the message.
- *Ctrl+F* (*Command+F*) — opens a new window where the message can be forwarded.

In *Kerio WebMail*, the following keys can also be used:

- **Home** — used in list browsing. The first page of the current list is opened upon clicking on this key.
- **End** — used in list browsing. The last page of the current list is opened upon clicking on this key.
- **Page Up** — used in list browsing. The previous page is opened upon clicking on this key.
- **Page Down** — used in list browsing. The next page is opened upon clicking on this key.
- **Enter** — opens selected item.

### 1.12 Message filtering

When a message is delivered to a local user of *Kerio MailServer*, it is stored in the *INBOX* folder. In *Kerio WebMail*, each user can define a set of actions to be performed on all new incoming messages, as well as their conditions. These actions are called filters and are specified through filtering rules. Filtering does not mean merely refusing email messages or sorting them to folders, but it includes other actions such as notifications to cellular telephones, automatic replies, forwarding the message to a different email address, etc.

#### 1.12.1 List of filtering rules

Define filtering rules in the *Mail filters* section. To open this section, click the *Settings* button in the toolbar.

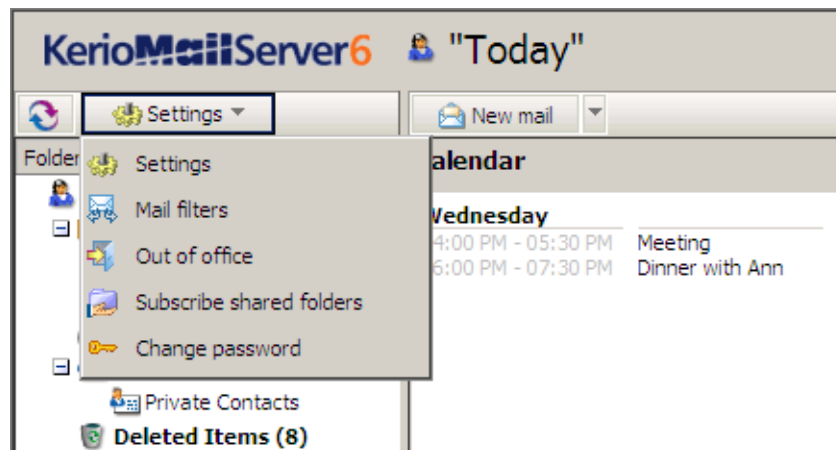


Figure 1.131 Settings Menu

A list of defined filtering rules is displayed. Each message is checked against this list of rules (from top to bottom). If the message complies with any of the rules, a corresponding action defined for this rule is performed. If the message complies with more than one rule, all previously defined corresponding actions are performed (unless provided otherwise).

Instead in the *Filters* dialog box, the *Spam* and *Out of office* rules can be set in *Settings* → *Settings* → *Spam* (see chapter 1.11.1). In the list, the rules can be viewed, not edited.

A check box next to each rule determines if the rule is active or not. The rule can be disabled temporarily without the need to delete it and create again.

Use the list buttons to perform the following:

#### **New**

This option creates a new rule.



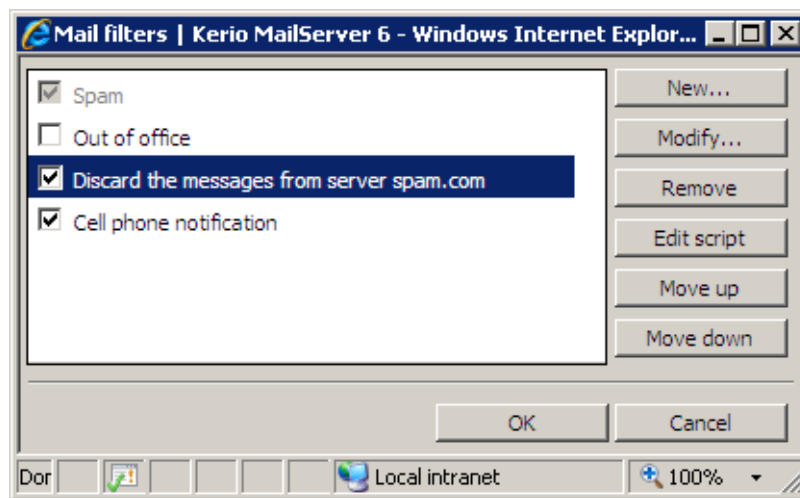


Figure 1.132 Rule list

**Modify**

Use this option to change (edit) the selected rule.

**Delete**

This option removes the selected rule.

**Edit script**

This option is used for editing the script (the filter source code). Filtering rules are created in the Sieve standard language. This means that the dialog window displayed after clicking on the *New* or *Edit* button is a graphic interface for the rules. The graphic dialog window enables setting of all conditions and functions offered by *Kerio MailServer*. Therefore, it is recommend that only users who are familiar with the Sieve language and do not wish to use the graphic interface use the *Edit* function.

**Move up, Move down**

Move the rules up or down. All rules are processed from top to bottom and should be sorted from the most specific to the most general ones. A rule can also stop processing of other rules (i.e. no more rules are processed, even though the message would comply with some of them). In such cases, consider carefully where the rule should be inserted.

*Note:* The *Spam* rule is special and cannot be moved by the *Up* and *Down* buttons. The highest priority is set for the rule.

**Save and close**

This button saves all changes to the rule. This must be done every time you make changes to the rules (including their activation or deactivation using the checkbox) or all changes will be lost. If changes have not been saved, a warning message will

be displayed under the rules list (*Your changes are not saved*).

After the rules are set, save the action with the *Save and close* button.

### 1.12.2 Creating or changing a rule

Click the *New* or *Modify* buttons to open a dialog window where you can define a rule. This window is divided into four parts:

1. *Condition* (that the message must meet)
2. *Action* (that will be performed)
3. *Rule description* (a text description that allows modification of some details)
4. *Name of the rule* (a name that will be displayed in the rule list)

#### Conditions

The rule will be used if the selected conditions are met. The logical relationships *and* (i.e. all conditions must be met) / *or* (at least one of the conditions must be met) can be used in conditions. Selected conditions are displayed in the third section of the dialog window where you can specify the requested values and change the type of logical conjunction.

*Example:* Create the following condition: “If the sender’s address is admin@ourcompany.com or the message subject contains the word Warning”.

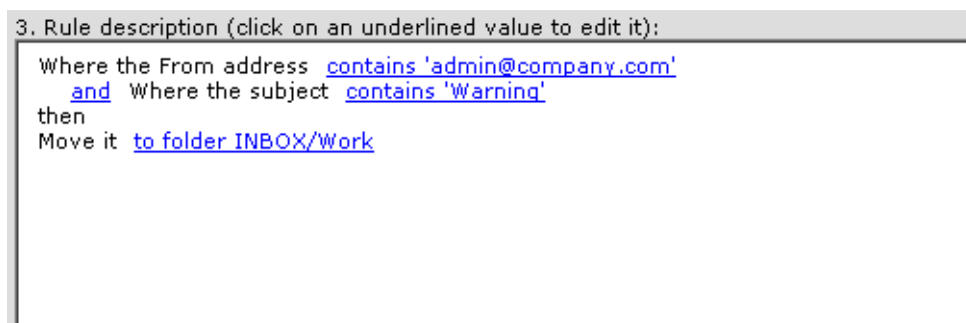


Figure 1.133 Rule Description

1. Select the *Where the From address is* condition.
2. In the third section, click the *Contains* link — this will open another dialog window where you can specify the address. Enter admin@ourcompany.com.
3. Select the *Where the subject contains the words* condition.

4. Upon clicking, the *and* conjunction will be changed to *or*
5. Click on the *contains* link to specify Warning (the entry is not case-sensitive).

*Notes:*

- When specifying required content for a certain entry, several different strings can be defined — the condition will only be met if the entry contains at least one of them (*or* relation).
- The condition for the occurrence of a certain string in a given entry can be more general. Click the *Options...* button to specify its occurrence in the entry:

**is**

The entry must exactly match with the specification.

**is not**

The entry must not match with the specification.

**contains**

The entry must contain the (sub)string.

**does not contain**

The entry must not contain the specified (sub)string.

**matches**

The entry must match the expression (the expression can contain the ? and \* wildcards that can represent one or more characters).

**does not match**

The entry must not match the expression.

The default value is *contains*.

The following conditions are possible:

**Where the recipient's address (To or Cc line) is**

The specified string must be included in the To or Cc line.

**Where the sender's address (From) is**

The specified string must be included in the From entry.

**Where the To address is**

The specified string must be included in the To address.

**Where the Cc address is**

The specified string must be included in the Cc address.

### **Where the Sender address is**

The specified string must be included in the **Sender** address. This item can be usually found in automatically generated messages (email conferences etc.) where it replaces the **To** field.

### **Where the subject contains words**

The specified string must be included in the **Subject** entry.

*Kerio MailServer* spam filter can be set so that the **Subject** entry will include results of antispam tests (the value is represented by asterisks). Using this feature spam may be filtered easily. Simply insert the number of asterisks that will specify the rule. Messages that match this rule will accept this specification.

### **Where the message has an attachment**

At least one attachment must be appended to the message.

### **Where the message size is more than**

The message size exceeds the specified value. To specify the size you can select from the following units: bytes (*B*), kilobytes (*KB*) and megabytes (*MB*).

### **Where the message was detected as a spam**

Spam are undesirable messages sent to users. You can use the *Kerio MailServer* antispam filter to protect your users from such messages. This filter uses special header items which include message evaluation and information about applied antispam testing.

### **For all messages**

This rule is valid for all incoming messages.

### **Action to be performed**

In the second section of the dialog window, you can choose one or more actions that will be performed if the condition in section 1 is met:

#### **Move the message to a specified folder**

Move the message to the selected folder (you can choose a folder from a list). You can also choose a shared or public folder (in the format `~user/shared_folder` or `#public/public_folder`), if the user has write access rights to this folder.

*Warning:* If a folder is renamed that a rule is created for, name of the folder in the rule is not changed. Therefore, it is necessary to do this manually.

#### **Forward the message to an address**

Forward to a specified address. In this case no other actions are performed.

**Reject message (return to sender)**

The message will not be stored in a local mailbox and the user will never be informed about it.

**Keep in INBOX**

This action must be combined with another (i.e. with *Move*, *Forward*, *Reject*, etc.). It cannot be combined with the *Discard the message* action.

**Discard the message**

The message will not be stored in any local folder. This action cannot be combined with the *Keep in INBOX* action.

**Send notification**

Sends notification (i.e. a short text message) to a specified address, typically to a cellular phone. For a cellular phone you must enter the whole email address, not just the telephone number (e.g. `john.wayne@t-email.com`. For details, see the following sections).

The following macros can be used in the message text:

- `$from$` — the notification will show the message sender or the address contained in the *From* field.
- `$from-name$` — the notification will show the name of the message sender.
- `$subject$` — the notification will show the message subject.
- `$text$` — the notification will show the message text. Only the first 128 characters will be displayed. To change the count of characters, the macro can be written as follows:

`$text[50]$`

The number in parentheses represents the maximum number of characters displayed in the text box.

**Send autoreply**

The automatic reply with a specified text. The automatic reply will be sent to each sender's address only once a week (so that the automatic reply does not create a loop in case there is an automatic reply set at the other end).

**Stop processing more rules**

If the message complies with this rule, no more rules will be processed. This function allows users to create more complex rule sequences for different condition types. Always be careful about the order of the conditions (the rules are processed from top to bottom).

*Note:* Notifications and autoreplies are protected against looping. This means that the system does not send a notification in reply to received notification or automatic replies. The detection of notification or automatic replies is performed using special items in the message header. Only notifications and automatic replies generated by *Kerio MailServer* are detected.

### **Rule description**

In the third section of the dialog box, the user can review a summary of the created rule. Optional values are formatted as links and can be changed repeatedly. The conditions and actions can be easily removed or added by activation or deactivation.

### **Name of the rule**

Give the created rule a unique name (may be multiple words) that best describes the rule. Naming the rules “Rule 1”, “Rule 2”, etc. is not very helpful.

#### **1.12.3 Cellular phone notification**

When setting up the notification, a format of the message can be specified. In the notification text, special character sequences can be used which will be replaced by the corresponding parts of the original message.

##### **\$subject\$**

Subject of the message

##### **\$from\$**

Sender address (From field)

##### **\$env-from\$**

SMTP envelope From address

##### **\$text\$**

First 128 characters of the text (message body)

##### **\$text[N]\$**

First N characters of a message body (N is an integer). The part of the message that will be sent to a cellular phone is determined by the SMS gateway (usually up to one SMS message).

The notification text can have the following form:

Message from \$from\$, subject: \$subject\$. Message body: \$text\$

## 1.13 Time zones

The whole globe is divided into 24 parts which are called time zones. The individual time zones are defined by their shift from UTC (Coordinated Universal Time). In most cases, the time is shifted by one hour, but sometimes this shift can be 30 or 15 minutes.

From the geographical point of view, the time zones are delimited by meridians. One time zone (and one meridian) was defined as the origin; it is the meridian of Greenwich. This meridian is also called the “zero” or Greenwich Meridian. The zone of this meridian uses the universal time (UTC), which is the same as GMT (Greenwich Mean Time). Both abbreviations, UTC and GMT, are used for defining time zones and have approximately the same meaning. *Kerio WebMail* uses the GMT time.

The method of time zone indication depends on location of the selected time zone (to the east or west from the Greenwich meridian). If the zone is located east of the Greenwich meridian, the time displacement is indicated by the + sign. The zones located west of the meridian are indicated by -.

The time zone issue gets even more complicated, when it is necessary to consider the winter time and the daylight saving time. Thus, the real shift of the local time from the GMT may vary in the course of the year. *Kerio WebMail* considers the winter time and the daylight saving time for the selected time zone automatically.

*Kerio WebMail* shows the time zones in the following manner:

GMT +12 (Fiji)

GMT -6 (Easter Island)

The counterpart of the zero meridian is so-called date line which makes a division between the GMT -12 and GMT +12 time zones. The date line is not a meridian, because it does not form any connection between the North and South Pole. It just separates two time zones so that one state does not belong to two different time zones at a moment. When you cross the line from the east to the west, a day is added. When you cross from west to the east, a day is subtracted.

### 1.13.1 Change of a time zone

The time zone is set by the *Kerio MailServer* machine time by default. It can be changed in *Kerio WebMail* in the user settings on the *General* tab (see chapter 1.11.1).

*Warning:* When the time zone is changed, the time of entering the events and meetings into the calendar is affected.

### 1.13.2 Events in different time zones

For the delivered messages as well as event settings, *Kerio WebMail* shows the time of the time zone currently selected. The following text illustrates setting of events for different time zones and the time shown:

The events in *Kerio MailServer* are stored together with the information about the time zone in which they were created as well as the daylight savings time (if specified). To display the event in a different time zone, *Kerio WebMail* converts it automatically (including the daylight savings time, if specified for the given time zone).

If you log in to *Kerio WebMail* from a different time zone or if another user displays your *Free/Busy* calendar, the time will be converted automatically (including the daylight savings time, if specified in *Kerio WebMail*).

The following examples illustrate the principle of time zones:

#### *Example 1:*

You live in London. Your time zone is GMT +0. A friend from New York invites you for a lunch and you arrange a meeting with him for 14:00 hours. Keep in mind that your friend means 14:00 in his time zone, i.e. in GMT -5 (Eastern Time). You have to switch to the friend's time zone in *Kerio WebMail* and create an event with beginning at 14:00.

#### *Example 2:*

Imagine the previous (*Example 2*) event, but from the other point of view. If your friend sends an invitation for 14:00, it will be displayed as a meeting at 20:00 in your time zone (including daylight saving time). However if you switch the time zone to Eastern Time after you arrive to New York, the meeting will show the correct time — 14:00.

### ***Behavior of the Free/Busy calendar***

The events in *Kerio MailServer* are stored together with the information about the time zone in which they were created as well as the daylight savings time (if specified). Thus, it does not matter in which time zone the event was created. The present status will be displayed in the *Free/Busy* (the free/busy information for individual attendees is converted to the time zone specified in your *Kerio WebMail*).



## Chapter 2

# Kerio WebMail Mini

---

*Kerio WebMail Mini* is a simplified version of *Kerio WebMail*. It is designed especially for browsers where JavaScript, CSS and similar technologies are not supported. For this reason, *Kerio WebMail Mini* is useful especially for:

- slow internet connection,
- older browsers where JavaScript is not supported,
- text mode based browsers, such as Lynx or Links,
- mobile PDA and Smartphone devices (see chapter 3).

For reasons as slow speed or missing support for JavaScript, *Kerio WebMail Mini* is suitable rather for basic usage of mail and contacts.

As in the full version of *Kerio WebMail*, there are several user settings in *Kerio WebMail Mini*. User can customize *Kerio WebMail Mini* according to their needs. For detailed description of user settings, see chapter 2.5.

Login to *Kerio WebMail Mini* is similar to login to the standard version (see chapter 1.2). If user connects for example via a mobile device or by an older browser, *Kerio WebMail* is switched the *Mini* mode automatically. If a modern browser is used, user can select a *Kerio WebMail* version to connect to (see figure 2.1).

The main page that displayed after a successful login to *Kerio WebMail Mini* is divided into three sections. The first part contains a tree view of folders (which can be hidden — see chapter 2.1) and the second part lists the content of the folder currently selected (based on the folder type — Mail or Contacts). The third section is the toolbar (its appearance depends on the type of folder currently selected).



Figure 2.1 Users logged in

### 2.1 User folders

As in the full version, user folders are organized in a tree (see figure 2.2).

Click *Hide folders* in the toolbar to change the structure to a menu in the lower left part of the toolbar. The *Hide folders* option changes to *Show folders* and you can switch back to the original folder structure.

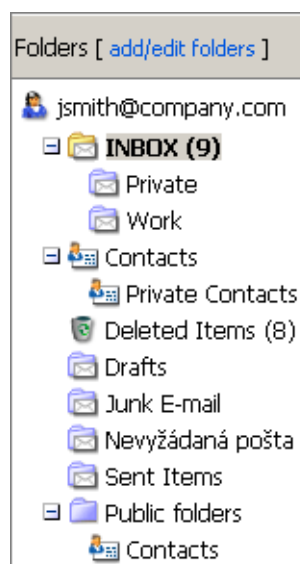
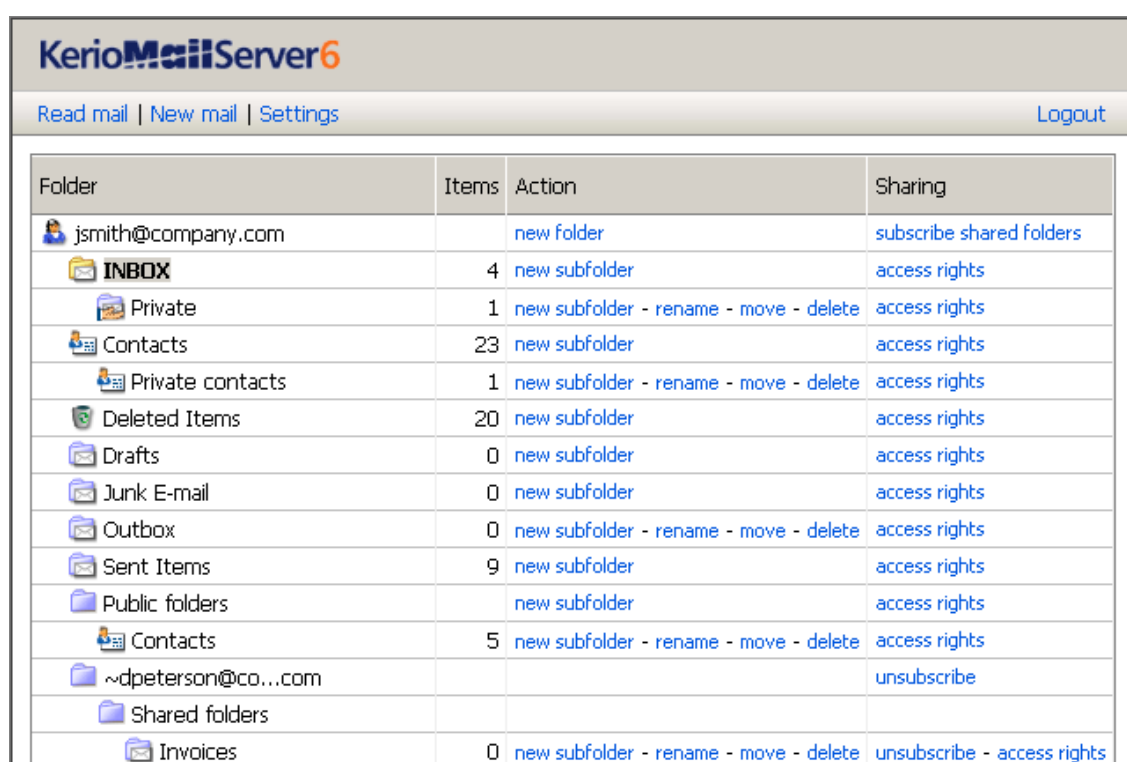


Figure 2.2 Folder tree

*Note:* In the version for mobile devices, folder hierarchy is automatically hidden and available only through a menu.

### Administration of user folders

The folder administration system works in the similar way as the system in the full version of *Kerio WebMail*, but its functionality is slightly limited. You can add a subfolder, rename it or share with another user (more information on folder sharing and subscription can be found in chapter 1.10).



Folder	Items	Action	Sharing
jsmith@company.com		<a href="#">new folder</a>	<a href="#">subscribe shared folders</a>
INBOX	4	<a href="#">new subfolder</a>	<a href="#">access rights</a>
Private	1	<a href="#">new subfolder</a> - <a href="#">rename</a> - <a href="#">move</a> - <a href="#">delete</a>	<a href="#">access rights</a>
Contacts	23	<a href="#">new subfolder</a>	<a href="#">access rights</a>
Private contacts	1	<a href="#">new subfolder</a> - <a href="#">rename</a> - <a href="#">move</a> - <a href="#">delete</a>	<a href="#">access rights</a>
Deleted Items	20	<a href="#">new subfolder</a>	<a href="#">access rights</a>
Drafts	0	<a href="#">new subfolder</a>	<a href="#">access rights</a>
Junk E-mail	0	<a href="#">new subfolder</a>	<a href="#">access rights</a>
Outbox	0	<a href="#">new subfolder</a> - <a href="#">rename</a> - <a href="#">move</a> - <a href="#">delete</a>	<a href="#">access rights</a>
Sent Items	9	<a href="#">new subfolder</a>	<a href="#">access rights</a>
Public folders		<a href="#">new subfolder</a>	<a href="#">access rights</a>
Contacts	5	<a href="#">new subfolder</a> - <a href="#">rename</a> - <a href="#">move</a> - <a href="#">delete</a>	<a href="#">access rights</a>
~dpeterson@co...com			<a href="#">unsubscribe</a>
Shared folders			
Invoices	0	<a href="#">new subfolder</a> - <a href="#">rename</a> - <a href="#">move</a> - <a href="#">delete</a>	<a href="#">unsubscribe</a> - <a href="#">access rights</a>

Figure 2.3 Folder administration

To open the folder administration dialog box, click on *add/edit folders* (see figure 2.2).

The window provides a simple table including a list of all email and contact folders involved in the mailbox. The following section focuses on individual columns of the table:

#### Folder

Folder name. The root folder is always displayed as the first one and it starts with the user icon. It is possible to create a new subfolder in the *Action* column or/and to subscribe (connect) folders shared by other users in the *Sharing* columns.

### Items

Number of items currently contained in the folder.

### Action

This column provides several actions to be taken:

- Create a new subfolder
- Rename the (sub)folder
- Move the (sub)folder
- Remove the (sub)folder

### Sharing

In this column, it is possible to set access rights for own folders as well as subscribe folders shared by other users (only in the row of the root folder).

To set sharing parameters, click *access rights* in the line of the corresponding folder.



Figure 2.4 Folder sharing

At the folder's access right page, name of the folder is provided, users/groups can be added and various access rights can be selected in the menu.

The following types of access rights (permission levels) are available for folders:

- *Administrator* — the user can read the folder as well as share it with other users and remove items in the group or the group itself. This user is not allowed only to remove access rights for the user who created the group.
- *Editor* — the user can edit items in the folder (add and remove items, etc.).
- *Reader* — the user is allowed only to read the folder's items. No editing is allowed.

Once access rights are set, save settings by clicking on *OK*.

Sharing can also be disabled by selecting *Remove access rights for user or group* and checking user(s) or group(s) for which the access will be disabled. Again, click *OK* to save the settings.



Figure 2.5 Removing access rights for a folder

## 2.2 Toolbar

The *Kerio WebMail Mini* toolbar is different for individual folder types:

### *Toolbar in email folders*



Figure 2.6 Toolbar — email

#### **Read mail**

Click this link to switch the *Kerio WebMail Mini* to the *INBOX* folder.

#### **New mail**

Use this option to open the dialog box for message composing (for more information, see chapter 2.3).

#### **Settings**

Click this link to display the page with user settings. The individual options are described in detail in chapter 2.5.

#### **Hide/Show folders**

Click this link to change the folder structure from the dialog window to a simple selection menu and vice versa.

### Search

*Mail folders* — use the field located in the toolbar to search for messages. The *Subject* and *From* or *To* fields are searched through (in the *Sent mail* and *Drafts* folders). It is possible to enter only the beginning of the searched string, but in such case, the search may return too many results.

### Page search

Folders including greater amount of items are divided to pages. Pages can be searched by using the *Page* section. Links to pages follow this label. Simply click on a link to open the particular page.

### Log out

It is recommended to log out after the work in *Kerio WebMail Mini* is finished. The logout reduces risk of misuse of the connection to *Kerio MailServer*.

### Toolbar in contacts

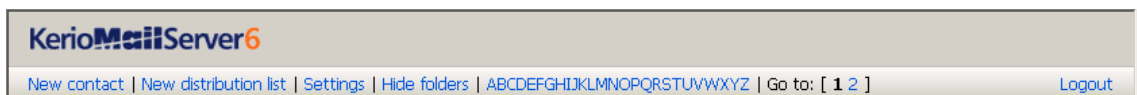


Figure 2.7 Toolbar — contacts

### New contact

Opens a dialog where new contact can be added.

### A new distribution list

Opens a dialog where new distribution list can be defined. To see what a distribution list is and how to use it, refer to section 2.4.

### Settings

Click this link to display the page with user settings. The individual options are described in detail in chapter 2.5.

### Show/Hide folders

Click this link to change the folder structure from the dialog window to a simple selection menu and vice versa.

### Search

*Contacts* — use the alphabet under the toolbar to search in the contacts folder. Click a letter to display contacts starting with this letter. The *First name*, *Last name* and *E-mail* fields of the contact are searched through.

### Page search

Folders including greater amount of items are divided to pages. Pages can be searched by using the *Page* section. Links to pages follow this label. Simply click on a link to open the particular page.

### Log out

It is recommended to log out after the work in *Kerio WebMail Mini* is finished. The logout reduces risk of misuse of the connection to *Kerio MailServer*.

## 2.3 Mail folders

In the simplified version of *Kerio WebMail*, it is possible to handle the email in a similar way as in the full version. The mail folders are arranged in a table (list). Each row contains one message and available information. The columns contain information to individual messages and actions that are available for the messages.



















<input type="checkbox"/> All	From	Subject	Size	Received	Action
<input type="checkbox"/>	John Wayne	<a href="#">Accepted: Meeting</a>	4 kB	12:23 PM	   
<input checked="" type="checkbox"/> 	Diane Peterson	<a href="#">Photos from Greek</a>	294 kB	10:42 AM	   
<input type="checkbox"/>	Diane Peterson	<a href="#">Meeting</a>	3 kB	10:05 AM	   
<input type="checkbox"/> 	Diane Peterson	<a href="#">Invoices</a>	2 kB	10:04 AM	   
Checked messages <input type="button" value="Move to folder"/> <input type="text" value="INBOX"/> <input type="button" value="OK"/>					

Figure 2.8 Mail folder

You can mark individual messages by clicking the checkbox at the beginning of each row. If you want to check all messages in the list, click the *All* checkbox. When multiple messages are checked, you can perform various operations with all the messages at once. After checking the messages, select any from the operations in the *Checked messages* menu to apply it to the selected messages.

The *Checked messages* menu contains standard actions that can be performed with selected messages:

#### Move to folder

The messages will be moved to a selected folder. Click *OK* to confirm the action.

#### Copy to folder

The messages will be copied to a selected folder. Click *OK* to confirm the action.

### **Delete**

Selected messages will be removed or moved to *Deleted Items*, depending on setting of the *Delete messages permanently* option (for details, see section 2.5).

### **Mark as read**

The messages will be marked as read by default.

### **Mark as unread**

The messages will be marked as unread by default.

### **Set flag**

The flag will be added to message(s). For details about the message flag and its usage, see chapter 1.5.3.

### **Delete flag**

The flag will be deleted. For details about the message flag and its usage, see chapter 1.5.3.

### **Forward**

The selected messages will be forwarded as attachments. To forward only one message in the email body, use the appropriate action for this message in the message list.

*Warning:* The actions in the menu depend on access rights settings for the displayed folder (for more information about the access rights to folders, see chapter 1.10). This means that read-only public and subscribe folders cannot be removed or edited. Therefore, these options are not included in the menu.

*Note:* When performing an action for one message only, you can click some of the icons in the *Action* column in the message list. The *Action* column allows various options of how to handle the message such as replying, forwarding (in a message body), removal or marking the message as spam.

## ***New mail***

The mail editor looks like a web form and contains all the functions necessary for sending a message.

The form is divided into two parts. In the first one (called message header), This part is called message header. In the other part, you can write the text of the message and append an attachment. This part is called body.

The header contains the following fields:

### **From**

The address that is displayed to the recipient as the address of the sender.



**To**

Enter the email address of the recipient in this field. More than one email address is allowed; the addresses must be separated by commas (see the figure).

**Cc**

The same function as the *To* field. Use this field when you just want to keep the recipient informed and do not need him to reply to the message.

**Bcc**

The address entered in this field is hidden for the other recipients. Blind copy is useful especially when a message is to be sent to more email addresses and you want to protect the privacy of one or more users.

**Subject**

A brief description of the message contents.

The screenshot shows a 'New mail' form with a header bar containing three buttons: 'Send', 'Save as Draft', and 'Contacts'. Below the header, the form fields are as follows:

- From:** John Smith <jsmith@company.com>
- To:** jwayne@company.com
- Cc:** dpeterson@company.com
- Bcc:** (empty field)
- Subject:** StocksPhotos
- Attach:** C:\Photos.zip (with a 'Browse...' button next to it)

Figure 2.9 New mail

The message body consists of the text and attachments (if any).

The form header includes various buttons allowing basic operations with the message:

**Send**

The message will be sent to the addresses entered into the *To*, *Cc* and *Bcc* fields.

**Save as Draft**

The message will be moved to the *Drafts* folder, where it can be opened, edited and sent.

**Contacts**

Use the *Contacts* button to search for a contact address and to add it to a corresponding field (*To*:, *Cc*: or *Bcc*:). Only the standard contacts folder and the standard public contacts folder are searched through.

**Attach**

Use this button to attach a file to a message. At maximum, three files can be attached. After its first use, the button is hidden. You cannot append more than 3 files at once to one message.

*TIP:* To attach more than three files, the following trick can be used:

- Attach the first three files and save the message as a draft.
- Open the message draft and attach other files (three attachments can be added at one turn).

*Warning:* Each attachment appended must not exceed the limit set by the administrator in *Kerio MailServer*, otherwise the particular message will not be delivered.

### Message reading

New messages are delivered to the *INBOX* folder by default (folders for incoming messages can be specified in the rules— see chapter 1.12). The unread messages are marked in bold. The number of unread messages is indicated in parentheses next to the folder name.

Click the message subject to view the selected message. Message header as well as body are shown on the page. There are also several buttons to perform various actions with the message:

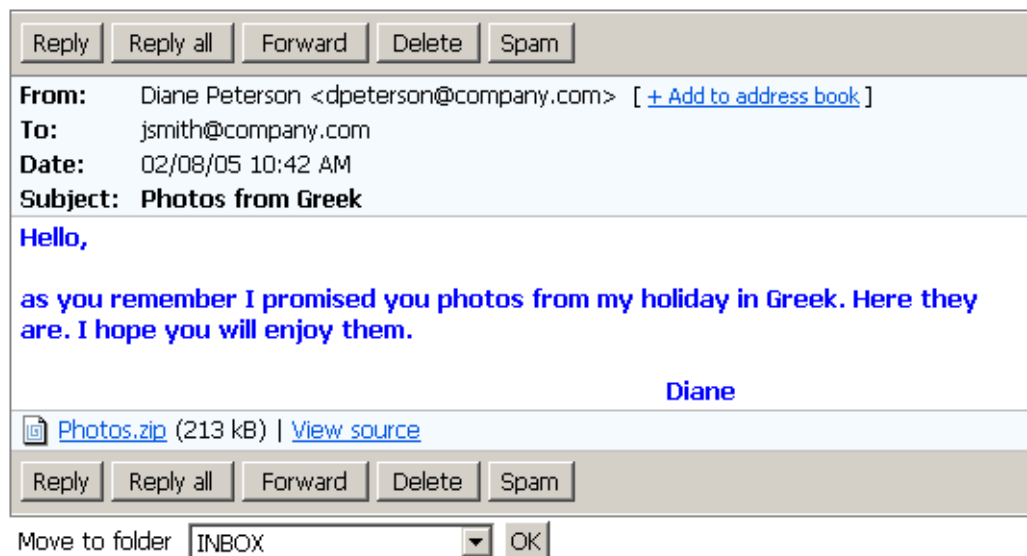


Figure 2.10 Viewing messages

### Reply

To reply to the message you received, click the *Reply* button and edit the message in the editbox. The email address of the person who has sent the original message is entered automatically in the *To* field.

**Reply all**

The *Reply all* button works similarly to the *Reply* option, but your answer is sent not only to the author of the message, but also to all recipients (except you).

**Forward**

Use the *Forward* button to open the dialog for forwarding a message; the *To* and *Cc* fields are left blank, because the system does not know who do you intend to forward the message to.

**Delete**

Use this button to either delete the selected message or move it to the *Deleted items* folder. This option depends on *Kerio WebMail Express* configuration (see chapter 2.5).

After the message is deleted, the next message in the list is displayed (in the descending order). If the deleted message was the last one in the list, previous message is displayed.

*TIP:* When you press the *Delete* button together with the *Shift* key, you will return back to the message list.

**Spam/Not spam**

Marks message as spam or non-spam. For more information about spam, see chapter 1.5.7.

*TIP:* When you press the *Spam/Not spam* button together with the *Shift* key, you will return back to the message list.

*Warning:* Some of the buttons described above may miss if the message is opened in a folder where the user rights are limited (for details on folder access rights, see chapter 1.10). In other words, the message that is read-only (e.g. in public folders) can be forwarded or replied to, but it cannot be deleted or marked as spam. These options are not displayed in the menu for the “read-only” messages.

*Note:* In *Settings* (see chapter 2.5) it is possible to enable opening of messages in a new window. This option is recommended especially for slower connections since messages are opened faster in a new window.

**Looking up messages**

In *Kerio WebMail Mini*, two types of searching are available:

**Simple search**

This type is available by simple typing the searched string in the entry on the toolbar. The search engine seeks the string in subjects and senders' addresses of the folder currently opened.

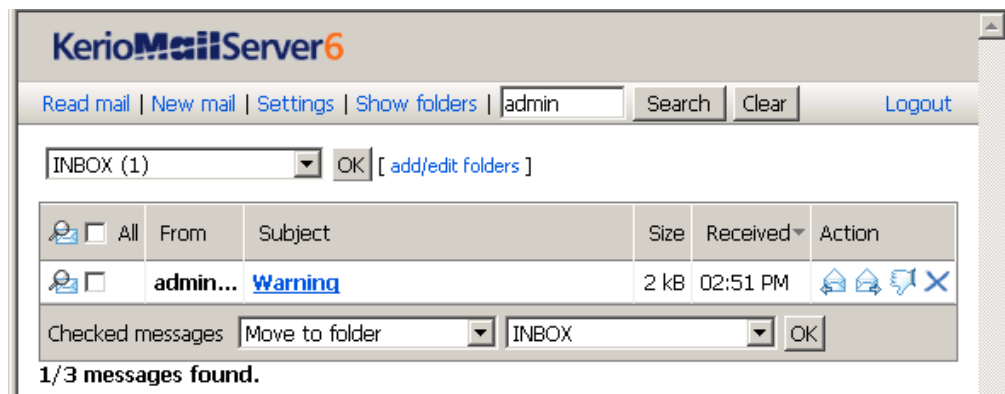


Figure 2.11 Searching by sender

Simply enter a string to be looked up and click *Search* next to the text entry. All messages found are listed. Click *Clear* to clear the search and view the entire list again.

### Advanced search

For advanced search, click *Advanced* on the toolbar (see figure 2.12). The following criteria can be used to filter out searched messages:

- by subject,
- by sender,
- by addressee,
- by size,
- by date of reception,
- by the fact whether the message includes any attachments,
- by flag,
- by priority,
- by the fact whether the message was marked as spam.

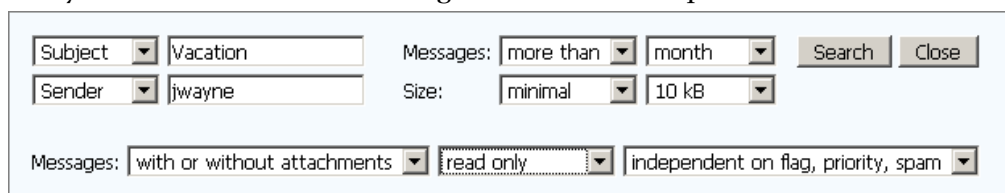


Figure 2.12 Advanced search filter

**Warning:** Only messages that meet all criteria specified in the filter will be listed. When the filter is ready, click *Search*.

### Search

All messages meeting the criteria will be listed upon clicking on the button.

### Close

The search filter will be hidden and the searching will be disabled.

## 2.4 Contacts

In the list display, information to individual contacts are listed in rows. Each line includes a contact and associated information available (e.g. email address, phone numbers, etc.). Columns display detailed information for contacts. Each column enables sorting contacts by information. Click the header of the selected column to sort contacts in ascending or descending order alphabetically, by numbers or by date (depending on the contents of the selected column).









<input type="checkbox"/> All	Name ▲	E-mail	Company	Phone	Action
<input type="checkbox"/>	Diane Peterson	<a href="mailto:dpeterson@company.com">dpeterson@company.com</a>	Company	+44 1222 222...	  
<input type="checkbox"/>	John Smith	<a href="mailto:jsmith@company.com">jsmith@company.com</a> 	Company	+44 1222 222...,  +44 1222 333...	  
Checked contacts <input type="button" value="Move to folder"/> <input type="text" value="a new salesman"/> <input type="button" value="OK"/> <input type="button" value="New contact"/>					

Figure 2.13 Contacts list

You can mark individual contacts by clicking the checkbox at the beginning of each row. If you want to check all contacts in the list, click the *All* checkbox. When multiple contacts are checked, you can perform various operations with all the contacts at once. After checking the contacts, select any from the operations in the menu under the contact list to apply it to all contacts selected.

Actions:

### Move to folder

The checked contacts will be moved to a selected folder.

### Copy to folder

The checked contacts will be copied to a selected folder.

### Delete

Selected contacts will be removed or moved to *Deleted Items*, depending on setting of the *Delete messages permanently* option (for details, see section 2.5).

### Send message

A dialog box for composing new message is opened and the addresses of the selected contacts are added to the *To* field.

### Add to distribution list

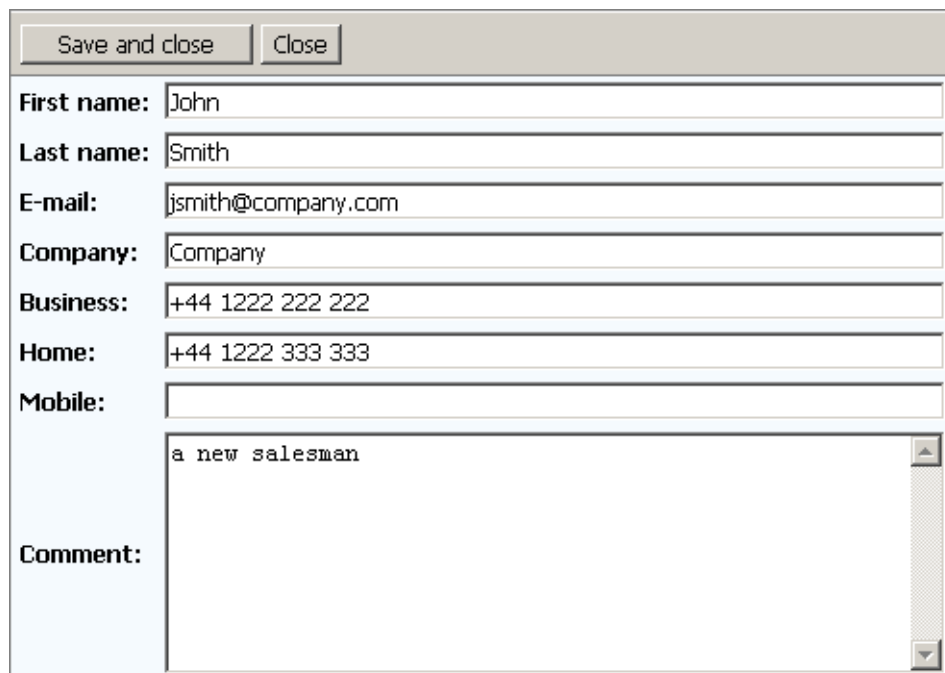
All selected contacts will be added to the distribution list. Click OK to open a menu and choose a distribution list where selected contacts will be added.

When performing an action for one contact only, you can click any of the icons in the *Action* column in the contacts list. Use the *Action* column icons to reply to the contact address, edit the contact, add the contact to the distribution list or delete the contact from folder.

Click the email address in the contact list to open the form for creating a new contact (see picture 2.9). The address of the selected contact appears in the *To* field.

### ***Creating a new contact***

To create a new contact, click on the *New contact* link and fill in the details in the dialog box. If a comment is added in the dialog, the “i” icon will be added in the contact list. After you place your cursor on an email address, a comment will be shown (see picture 2.13).



**Figure 2.14** The dialog box for creating of a new contact

Click the button in the upper left corner of the dialog box to save the created contact.

### ***Distribution lists***

Distribution lists are groups of email addresses used for sending of collective email. Simply use a special dialog in *Kerio WebMail* to complete desired email addresses and save them under a common name. Whenever sending an email message to such a group, simply enter the distribution list name instead of filling in individual addresses.

Distribution lists are helpful if email is often sent to a group of addressees. For example, it can be a group of people with whom you often communicate in your work or outside the office, as shown at figure 2.15 (it is a certain alternative to mailing lists or to group addresses).

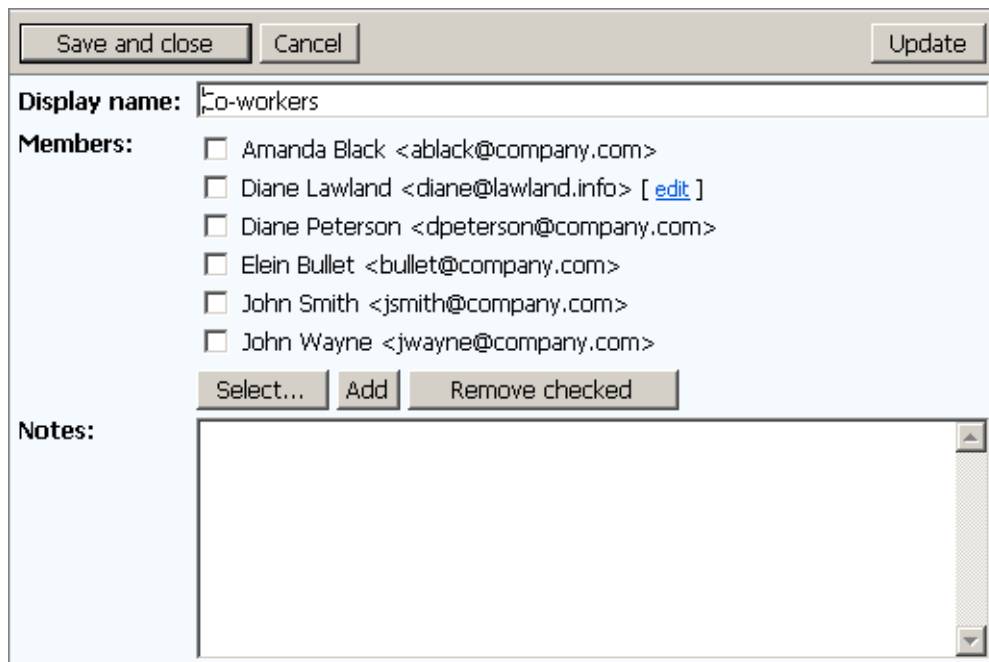


Figure 2.15 Distribution list

A new distribution list can be created in any contact folder, as follows:

1. Open any contact folder.
2. Select the *New distribution list* option on the toolbar.
3. This opens a dialog where a new distribution list can be created (see figure 2.15) and where email addresses can be added.
4. Enter a name for the distribution list in the *Name* entry.
5. Add contacts to the distribution list. The *Select* and *Add* buttons can be used for this purpose:
  - The *Select* button opens a dialog where addresses can be looked up and selected in contact folders. This button is available only if JavaScript is enabled.

The dialog contains the following items:

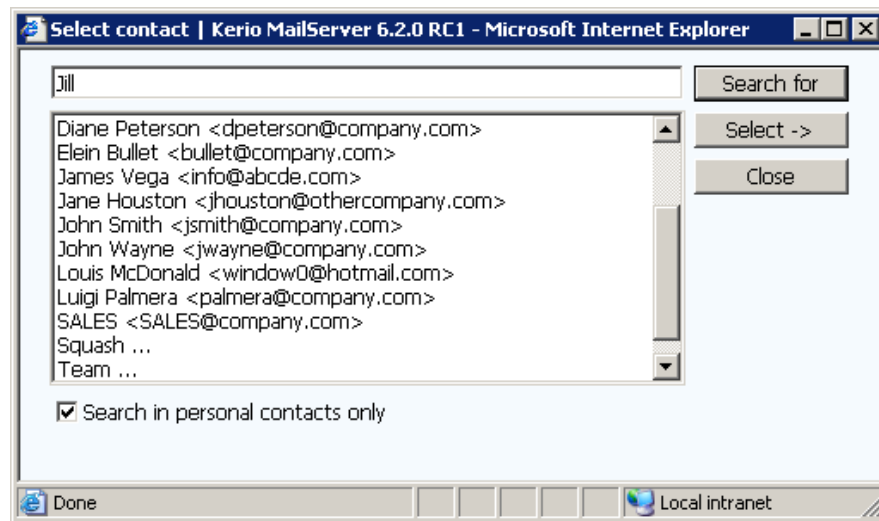


Figure 2.16 Select

### The Search for entry

Fill in a string that will be used as the search criteria. It is possible to search by first and second names as well as display names (full names) or by email addresses. Simply enter the first letters of the first name, second name or user name. Click on *Search*. The first 200 contacts matching the string are displayed (or less). Usually, the list of contacts found is narrower, so it is easy to choose the contact we have been looking for.

### Contacts list

You can also use contact list to select existing contacts. Unless a particular string is being searched, contacts of all folders set in *Kerio WebMail's* user settings are displayed in the dialog.

To add a contact to the distribution list, select it with the mouse pointer and click on *Select*. Individual contacts as well as contact groups (i.e. user groups sharing one email address) and other distribution lists can be added to a distribution list.

One or multiple contacts can be chosen in contact lists (by holding the *Shift* or *Ctrl* key and selecting items by the mouse pointer) and then added to the distribution list by the *Add to list* button.

### Search in private contacts only

If this option is enabled, the search will not be performed in any public contact folders. In such a case, only private folders and subfolders are searched through. Enabling of this option may speed up the search under certain circumstances, especially where public contact folders are large.



When done, simply click on *Close* to close the dialog.

- If you want to add a contact which is not saved in any contact folder yet, use the *Add* button. In the dialog just opened, enter the first and second name and email address:

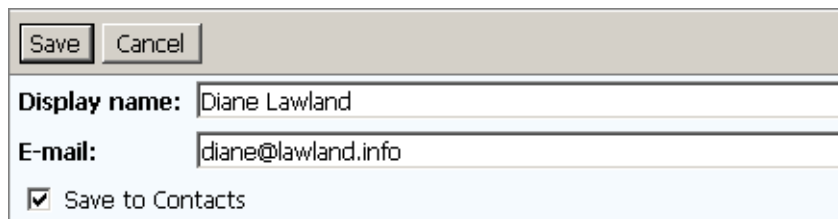


Figure 2.17 Add

#### Name

Enter first and second name of the new distribution list member.

#### E-mail

Enter email address of the new distribution list member (required).

#### Save to contacts

Enable this option to save member information also in the Contacts folder.

6. A note can be attached to any distribution list. It can be for example a description of the group or another information. The note can be defined on the *Notes* tab of the distribution list dialog.
7. Save changes by clicking *Save and Close*.

Once created, distribution lists are saved in the contact folder where they can also be managed.

Contacts, groups (group of users with a shared email address) or other distribution lists can be later added to a distribution list. Two methods can be used to achieve this. First, open a distribution list and add an address in the same way as when creating a list. Second, select contacts in a contact folder, in the *Selected contacts* menu select the *Add to distribution list* option and confirm settings by clicking on *OK*.

## 2.5 User settings

Use the *Settings* section to change the individual user settings. Click the *Settings* link in the toolbar to display the page for specifying settings.

After you perform any changes to the user settings, click the *Save and close* button in the upper left corner of the page to save these settings.

*Warning:* User settings are connected with the full version of *Kerio WebMail*. Most of the user settings changes will be therefore applied also in the full version of the program. Settings applicable only to *Kerio WebMail Mini* are marked by a note in parenthesis.

### General

#### Number of displayed messages

Use this option to set the number of messages that will be displayed in the message list. This option applies only to the *WebMail Mini* interface.

#### Preferred language

Selection of a language for the *Kerio WebMail* interface.

#### Date format

Selection of the date display. The date form follows this pattern: dd — day, mm — month, yyyy — year.

#### Time format

Selection of the time display for messages and contacts folders.

#### New window for reading messages

Check the option to read messages in a new window.

#### New window for writing messages

Check this option to write messages in a new window.

#### Compact layout for PDA

This option is enabled by default. When logging in to WebMail from a mobile device, the pages will be optimized to fit to the screen of the device. This setting will hide the WebMail logo, make the folders list more compact, etc.

### Email

#### Delete messages permanently

Check this option if you do not want to store deleted messages in *Deleted items* folder.

#### Default sender address

The email address from which the messages are sent. Should any address be specified here, the new email message dialog will include a menu where an address can be selected (see figure 2.18).

#### Address for replies

Address to which replies will be sent (the Reply-To: item).



Figure 2.18 Sender selection

### Organization

Name of the company is included in the message as the `Organization:` header.

### Signature

The signature added automatically to all sent messages (including replies and forwarded messages).

### Show signature ...

Check this item to show the signature at the end of the message. By default, the signature is added before the original message.

### Display image attachments inline

The image attachments (GIF, JPEG) can be displayed directly in the message body. If this option is unchecked, only a hyperlink to the image is displayed. It is not recommended to enable this option in *WebMail Mini* with slow Internet connection. The option is set separately for *WebMail Mini* and for *Kerio WebMail* interface.

### Display images from the web

Each message with HTML body can contain links to images stored on the remote server. If this option is enabled, the images will be downloaded from the server. In this way, for example, active mailboxes can be identified easily (and misused for the purpose of sending spam messages). Your computer can be also attacked due to browser security errors. For these reasons, it is recommended to leave this option inactive.

### Out of office

Setting up the automatic reply sent during extended absence of the user.

### Password

For security reasons, the connection to *WebMail Mini* requires the secured version of the HTTP protocol. The beginning of the URL address must be entered as follows: `https://`

There are three fields for specifying the original password as well as the new one. The new password must be entered twice, in order to eliminate typing errors. If the password contains special (national) characters, users of some mail clients will not be able to log in to *Kerio MailServer*. It is therefore recommend to use only non-diacritic characters for passwords.

### About

The *About* section contains information about current version of *Kerio MailServer*, the product trademark and a hyperlink to official web site of *Kerio Technologies*.

## 2.6 Quota

In *Kerio MailServer*, it is possible to set a quota for each email account that defines limits for number of messages and mailbox capacity (disc space).

*Quota* in *Kerio WebMail Mini* can be viewed at the page which is opened upon clicking on the root folder. It informs users about free capacity of their mailboxes. When the quota is reached, the user will receive a warning message including recommendation on deleting some messages. If the user ignores this warning, other mail will not be delivered to the mailbox since no more capacity is left.

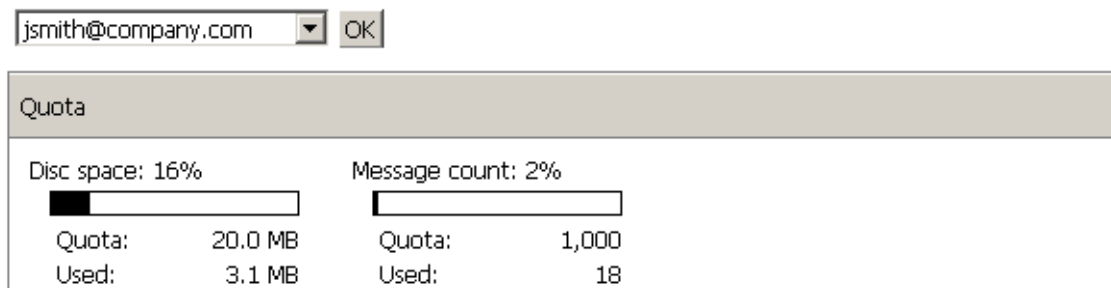


Figure 2.19 User mailbox quota

## Chapter 3

# Kerio WebMail on mobile devices

---

The *Kerio WebMail* interface can also be run in browsers for mobile devices (PDA and Smartphone devices). Kerio WebMail automatically recognizes a browser and when such a browser type is detected, it is automatically switched to the *Kerio WebMail Mini* mode, customized for mobile screen parameters. Thanks to special environment, working with *Kerio WebMail Mini* is very fast and comfortable.

As the standard version of *Kerio WebMail Mini* (see chapter 2), the version for mobile devices includes the following folders:

- mail folders,
- contact folders,
- email and contact public folders
- email and contact shared folders

For detailed instructions on authentication to *Kerio WebMail*, refer to chapter 1.2.

*Warning:* Secured SSL is recommended to be used for connections to the server.

Once an authentication is completed successfully, the *INBOX* folder is opened (see figure 3.1).

The environment resembles the one used in desktop browsers. It is just optimized to fit in the smaller size of PDA and Smartphone devices.

The basic difference is that the toolbar is divided in two parts, one of them located above and the other below the main window.

The following sections provide hints on where features known from the desktop version of *Kerio WebMail* can be found and on how to use them.

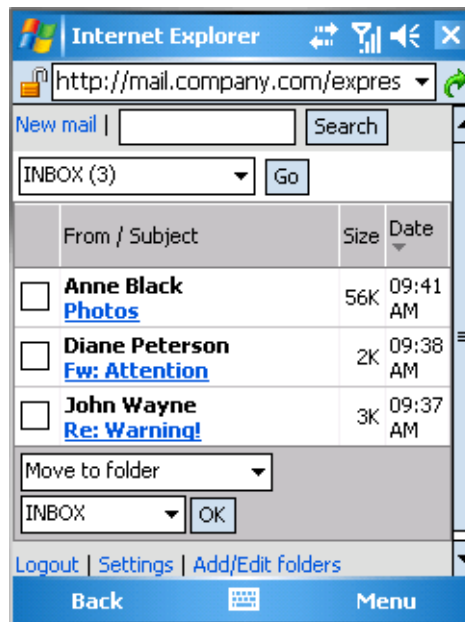


Figure 3.1 Kerio WebMail Mini INBOX folder

### 3.1 Message reading

Messages can be read right away since the *INBOX* folder (see figure 3.1) is opened immediately after a successful login.

To open a message, click on its subject formatted as a link. This opens a window including the message body, toolbar and several buttons allowing further operations regarding the message (see figure 3.2):

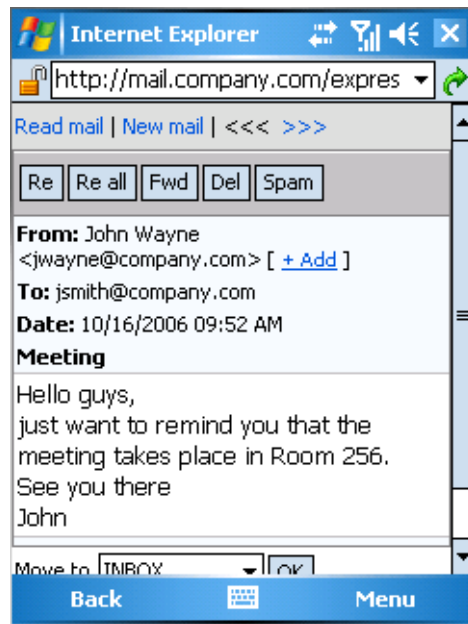


Figure 3.2 Message viewing

### 3.1.1 Toolbar

The email toolbar contains the following options:

#### Read mail

Click on *Read mail* to view the list of messages included in the current folder.

#### New mail

This button opens an email-compose editor. For detailed description on this window, refer to chapter 3.2.

<<< >>>

Click on arrows to navigate back or forward within the message list.

The second row of buttons in the toolbar includes the following options:

#### Re

To reply to the current message, use the *Re* button. Upon clicking it, a message editor is opened.

#### Re all

The *Re all* button also replies to the current message. The only difference from the previously described function is that this option replies to the sender and all addressees included in the message's recipient list.

### **Fwd**

To forward the current message to other addresses, use the *Fwd* button. The message editor is opened with the forwarded message included. If desired, the message can be edited and/or attachments can be added or removed. Use the *To* entry to specify email addresses of the new recipients.

### **Del**

The *Del* button deletes the current message. If the current message is deleted, the next one is opened in the window.

### **Spam**

The *Spam* button allows to mark the message as spam. For details on spam and *Kerio MailServer's* antispam protection, refer to chapter 1.5.7.

### **3.1.2 Message header and body**

The message header contains basic information includes the message sender, other recipients and date of delivery. The *Add* button can be used to add the sender's address to the *Contacts* folder. Upon clicking on the button, the contact data such as sender's first and second name, telephone number and other items can be specified in the contact card.

The message body includes the message contents, above all the text and attachments. Attachments are shown as clickable links. If image displaying is enabled for the message body (user settings are addressed in section 3.5), image attachments are showed in the message body instead of showing just their links.

## **3.2 Message writing**

To compose a message, first open the message editor by clicking on the *New mail* link located in the upper left-hand corner (see figure 3.1). This opens the standard message editor with a simple toolbar and blank entries for the header (where addresses can be added) and message body.



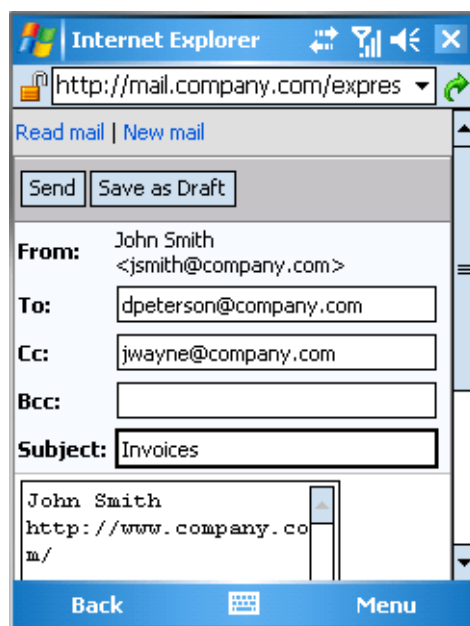


Figure 3.3 Okno pro psaní zpráv

### 3.2.1 Toolbar

The message editor toolbar contains the following options:

#### Read mail

This option closes the message editor and opens the *Inbox* folder.

#### New mail

This button opens the message editor.

The second row of buttons in the toolbar includes the following options:

#### Send

This option sends the message to all addresses included in the corresponding entries.

#### Save as Draft

This option is useful when a message is started and cannot be finished at the moment for any reason. The *Save as Draft* button saves the message in the *Drafts* folder where incomplete messages are supposed to be stored.

### 3.2.2 Message header and contents

Message headers cover the following entries:

**From**

The address that is displayed to the recipient as the address of the sender.

**To**

Enter the email address of the recipient in this field. It is possible to enter multiple addresses separated by comas.

**Cc**

The same function as the *To* field. Use this field when you just want to keep the recipient informed and do not need him to reply to the message.

**Bcc**

The address entered in this field is hidden for the other recipients. Blind copy is useful especially when a message is to be sent to more email addresses and you want to protect the privacy of one or more users.

**Subject**

A comprehensive summary of the contents.

Message text is entered in the large field below the message header.

*Note:* In *Kerio WebMail Mini* for mobile devices, it is not possible to include attachments in messages.

### 3.3 Contact list editing

Contact folders in the minimized mode designed for mobile devices include only basic contact lists. Each contact item contains full name and email address (see figure 3.4). Other information such as telephone numbers is displayed when a particular contact is opened (see figure 3.5). To view contact details, simply click on the *Edit* icon in the particular item's line.

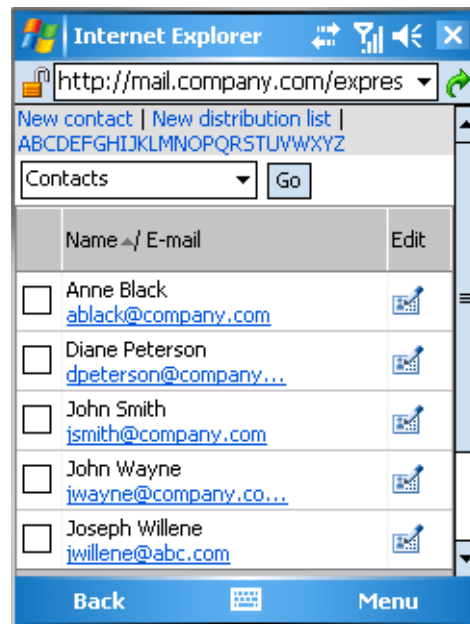


Figure 3.4 Contact folder

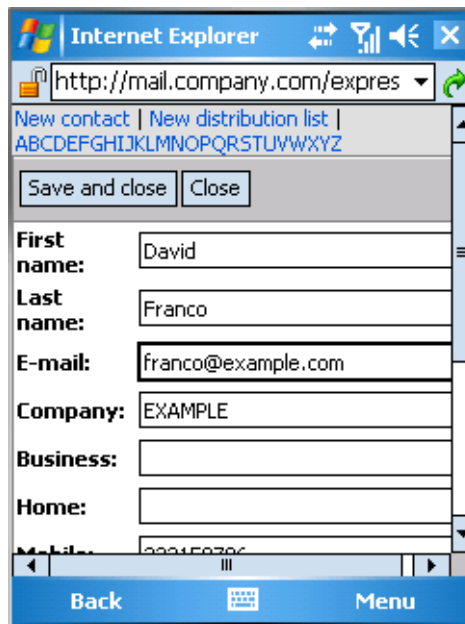
### 3.3.1 Create and edit contacts

To create a new contact, click on the *New contact* link on the contact folders toolbar (see figure 3.4). In the dialog just opened, basic information for the contact can be entered.

The edit contact dialog is identical with the create contact window. To open it, simply click on the *Edit* icon in the particular item's line.

Once all settings are done, save the new data by clicking on *Save and Close*.

To quit the dialog without saving changes, click on *Close*.



The screenshot shows a mobile web browser interface for Kerio WebMail. At the top, the browser title is "Internet Explorer" and the address bar shows "http://mail.company.com/expres". Below the address bar, there are two links: "New contact" and "New distribution list", followed by an alphabetical index "ABCDEFGHIJKLMNOPQRSTUVWXYZ". Below the links are two buttons: "Save and close" and "Close". The main form contains the following fields:

- First name:** David
- Last name:** Franco
- E-mail:** franco@example.com
- Company:** EXAMPLE
- Business:** (empty field)
- Home:** (empty field)
- Mobile:** 999150386

At the bottom of the form, there are two buttons: "Back" and "Menu".

Figure 3.5 The create/edit contact dialog

### 3.3.2 Creating and editing distribution lists

Detailed description on distribution lists and their usage are addressed in chapter 1.6.8. A new distribution list can be created in any contact folder, as follows:

1. Click on the *New distribution list* link on the contact folder's toolbar.
2. A dialog is opened where a distribution list can be created and edited (see figure 3.6).
3. In the *Name* entry, specify the list name.
4. The *Notes* textfield is optional and it allows attachment of any remarks regarding the list.
5. Click on *Add*. A dialog is opened where it is possible to add email addresses (see figure 3.7)

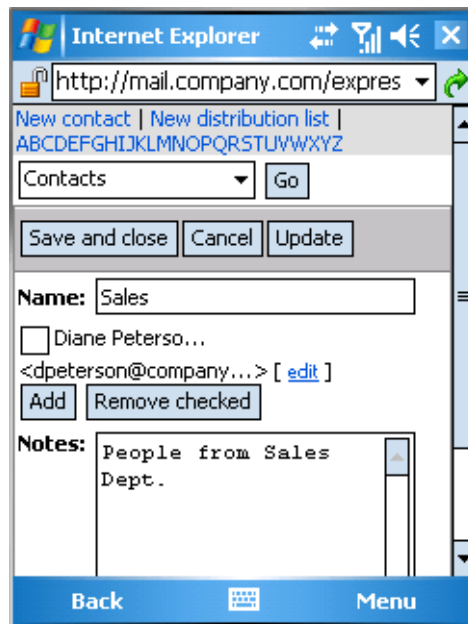


Figure 3.6 The create/edit distribution list dialog

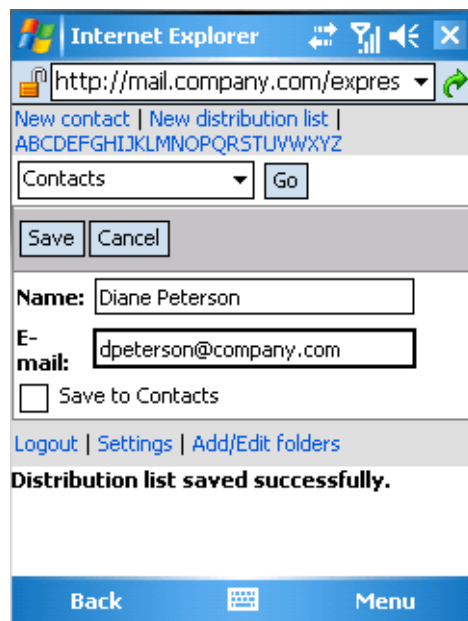


Figure 3.7 Adding addresses to distribution lists

6. Use the *Name* and *E-mail* entries to specify name and email address of the contact to be added to the distribution list.
7. If the *Save to Contacts* option is enabled, the data will be also saved as a new contact item.

8. Click *Save* to confirm settings.
9. Use the *Close and Save* button to save the name also in the distribution list.

Distribution lists are saved in contact folders, highlighted by bolder font.

### 3.4 Folder Administration

In the version designed for mobile devices, *Kerio WebMail Mini* also allows folder maintenance. This feature does not differ from the same option in the full version of *Kerio WebMail*. You can add a subfolder, rename it, dislocate it within the tree or share with another user (more information on folder sharing and subscription can be found in chapter 1.10.5).

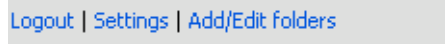


Figure 3.8 Kerio WebMail Mini's bottom toolbar

To manage folders, click on the *Add/Edit folders* link on bottom toolbar in the *Kerio WebMail Mini's* for mobile devices (see figure 3.8).

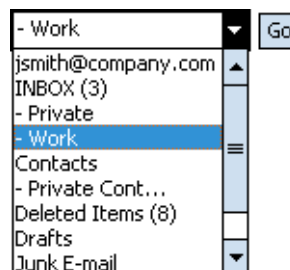


Figure 3.9 Bottom menu

The folder administration window includes all email and contact folders contained in the account, including public and subscribed folders. The first folder in the list is so called root folder (details on root folder are provided in section 1.10.1). The other folders are ordered hierarchically. Their order follows the same scheme as in the standard folder menu (see figure 3.9). Unlike default folders, subfolders are introduced with dashes. The more dashes there are before a folder, the lower the folder belongs in the hierarchy. Folder hierarchy is shown at figure 3.10.

Click on any folder to open it.

The links below each folder allow to manipulate with the particular items. Each folder type includes different links, in accordance with the particular folder type's options. The following links are available:

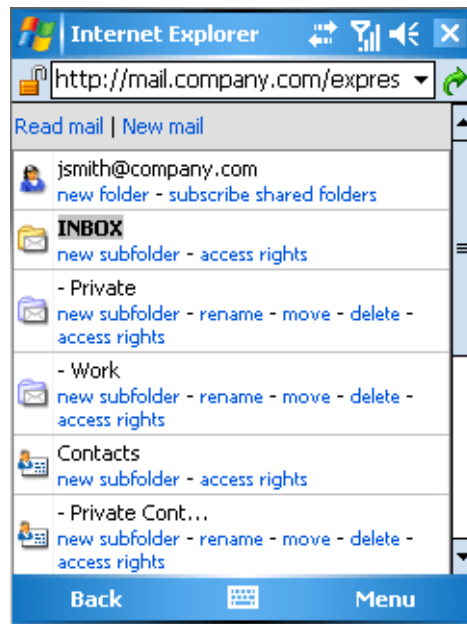


Figure 3.10 Folder Administration

**New folder/New subfolder**

Click the link to create a new folder. The new item will be a subfolder of the folder to which the link belongs.

**Rename**

The *rename* link opens a dialog where the folder's name can be changed (available only for user-defined folders). Default folders cannot be renamed.

**Move**

The *move* link can be clicked to move the folder within the folder tree.

**Delete**

Use this link to delete the folder.

**Subscribe shared folders**

This option is available only for root folders. Click on the link to open a dialog where a shared folder can be subscribed. Sharing of folders is described in chapter 1.10.5.

**Access rights**

To share the folder with other users or to remove access rights, click on the *access rights* link. Sharing and subscription of folders is described in chapter 1.10.5.

### 3.5 User settings

*Kerio WebMail Mini* for mobile devices allows change some user settings so that users can customize their interface in accordance with their needs.

To change user preferences for the interface, click on *Settings*. The link can be found in the *Kerio WebMail Mini*'s bottom toolbar (see figure 3.8).

Some of the *Settings* dialog's items apply to all versions of *Kerio WebMail*, other apply only to *Kerio WebMail Mini* for mobile devices. A short note describing the exclusion is attached to settings applied to *Kerio WebMail Mini* (see the *Number of displayed messages* option at figure 3.11).

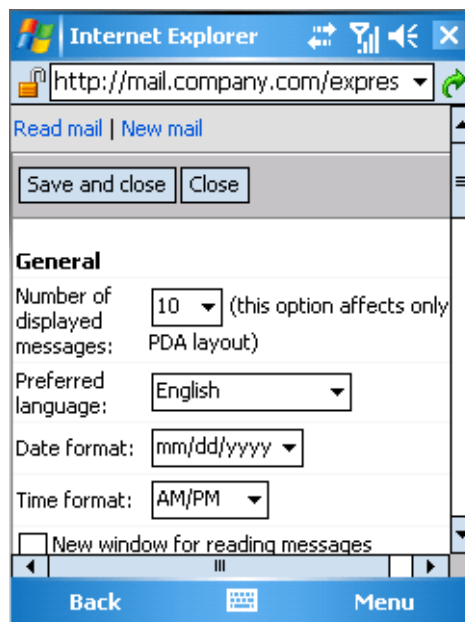


Figure 3.11 User settings

Individual setting options are focused in section 2.5.



## Chapter 4

# Data synchronization with mobile devices

---

*Kerio MailServer* supports the ActiveSync which is used to synchronize data between the computer (server or workstation) and mobile devices.

ActiveSync is a protocol but it is also an application generally included in mobile devices with Windows Mobile operating systems. It is also a desktop application installed to desktop computers and used to synchronize data with mobile devices connected to the computer via a so called “cradle”.

*Kerio MailServer* uses the ActiveSync protocol for direct synchronization of data saved on the server with data stored in mobile devices. It supports synchronization of email folders, calendar, contacts and, in case of some devices, also tasks.

### 4.1 Supported mobile devices

*Kerio MailServer* supports several mobile devices. Table 4.1 provides an overview of supported devices.

*Note:* *Kerio MailServer* supports both *Windows Mobile*. for Pocket PC and the edition for Smartphone devices (mobile devices without touchscreens).

Device type	Email	Calendar	Contacts	Tasks	Direct Push	Global Address Lookup	Kerio Smart Wipe
WM 2002	YES	YES	YES				YES
WM 2003 and WM 2003 SE	YES	YES	YES				YES
WM 5.0	YES	YES	YES	YES			YES
WM 5.0 AKU2	YES	YES	YES	YES	YES	YES	YES
WM 6.0	YES	YES	YES	YES	YES	YES	YES
Palm Treo 700w and 750v	YES	YES	YES	YES	YES	YES	YES
Palm Treo 650	YES	YES			YES <sup>a</sup>	YES <sup>a</sup>	YES
Palm Treo 680 and 700p	YES	YES	YES		YES <sup>b</sup>	YES <sup>b</sup>	YES
Nokia Eseries <sup>c</sup>	YES	YES	YES		YES	YES	YES
Sony Ericsson M600 and P990i <sup>d</sup>	YES	YES	YES		YES	YES	YES

<sup>a</sup> Requires upgrade for VersaMail 3.5 and installation of the Exchange ActiveSync Update for Treo 650 smart-phone. For details, see <http://software.palm.com/>.

<sup>b</sup> Requires installation of EAS SP 2 update (<http://www.palm.com/us/support/downloads/treo/easupdate.html>).

<sup>c</sup> Nokia Eseries devices are supported if the external application Mail for Exchange 1.3.0 or higher is installed.

<sup>d</sup> Sony Ericsson M600 and P990i are supported if the external application Exchange ActiveSync 2.10 or higher is installed.

**Table 4.1** Supported features

## 4.2 Windows Mobile 2002

Windows Mobile 2002 with *Kerio MailServer* provide the following options and features:

- enables synchronization of the following folder types
  - email
  - calendar
  - contacts

Windows Mobile 2002 supports protocol *ActiveSync 1.0*.

*Warning:* Windows Mobile 2002 require SSL-secured traffic. This requires a valid SSL-certificate being installed. The following methods can be used to get such certificates:

- *Kerio MailServer* must use commercial certificates of an authority supported by the device (VeriSign, CyberTrust, Thawte and Entrust). In such a case no connection problems should occur.
- *Kerio MailServer* uses a certificate authorized by an internal certification authority. In such a case, it is necessary to install a root certificate on the device.

To get information on how to install such certificates, contact your network administrator. In chapter [Support for ActiveSync](#), *Kerio MailServer, Administrator's Guide* also provides instructions on installation of certificates on Windows Mobile 2002.

#### 4.2.1 ActiveSync configuration in Windows Mobile 2002

It is not necessary to install the *ActiveSync* application since it is included in the Windows Mobile operating system (it can be found under *Start* → *ActiveSync*).

Before the starting to configurate, it is necessary to check if connection of the device to network is set correctly (required for connection to the mailserver). This can be tested for example by using *Internet Explorer* to connect to *Kerio WebMail* (see chapter [1.2](#)).

If the connection does not fail, you can start to set *ActiveSync*:

1. Open the *Start* menu and run *ActiveSync* (see figure [4.1](#)).



Figure 4.1 The Start menu

2. In the *ActiveSync* application, click on *Tools* and select *Options* from the menu (see figure 4.2).

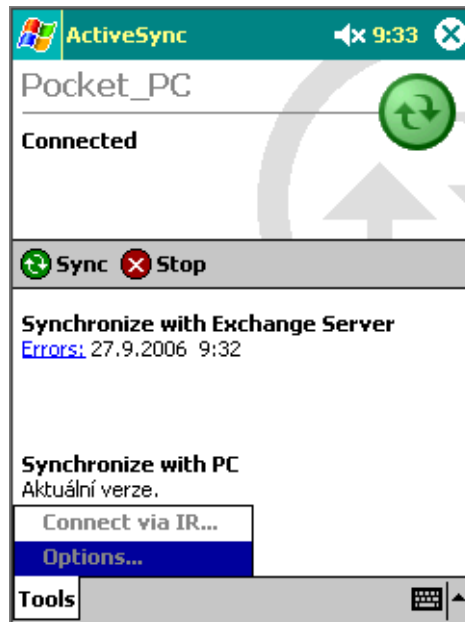


Figure 4.2 ActiveSync, the Tools menu

3. This opens the configuration dialog divided to several tabs.  
To set direct connection between the device and *Kerio MailServer*, open the *Server* tab (see figure 4.3).
4. The *Server* tab (shown at figure 4.3) also includes settings of folder synchronization. The table includes all folders that can be synchronized by the application. Simply check those folders which should be synchronized.

The *Settings* button also included in the dialog is active only upon clicking on the *Calendar* and *Inbox* folder and it opens a dialog where synchronization parameters for calendar and email can be set. The *Contacts* folder does not contain any other parameters.

### Calendar

Selection of the *Calendar* folder and a consequent clicking on *Settings* opens a dialog with synchronization settings (see figure 4.4). The dialog includes a menu where it can be set how old data will be synchronized.

New events will be synchronized without exception. However, to shorten the time needed for synchronization, it is possible to set the maximum age of events to be synchronized (it is not necessary to synchronize old data where the information is of lower relevance).

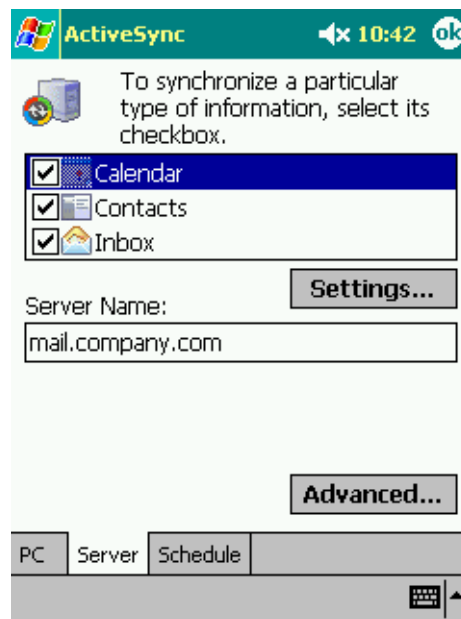


Figure 4.3 ActiveSync — basic server configuration

By default, the synchronization applies to the last two weeks of the calendar. This implies that the oldest updates are for the up-to-two-weeks olds events. If you need to synchronized also older data, change the settings. However, bear in mind that at least the first synchronization may take longer.

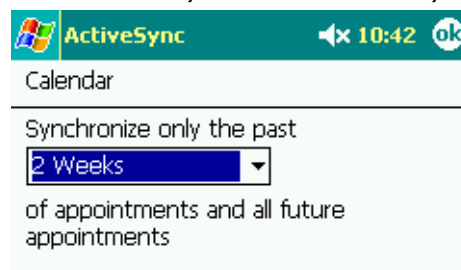


Figure 4.4 ActiveSync — calendar synchronization settings

## Inbox

Selection of the *Inbox* folder and a consequent clicking on *Settings* opens a dialog with email synchronization settings (see figure 4.5). The dialog includes several options to customize synchronization:

- *Amount of messages to* — this option allows to set how old messages will be synchronized. By default, messages up to three days old are included in the synchronization.
- *To save space, copy at most* — only messages of the size up to the value set here will be synchronized.
- *Include file attachments* — if this option is enabled, attachments are also

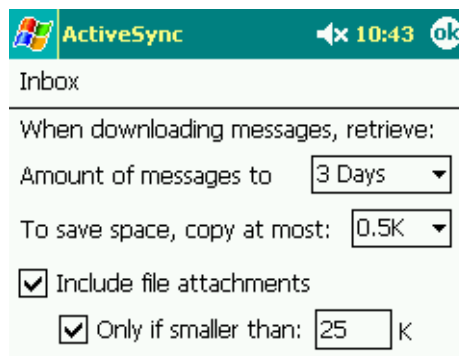


Figure 4.5 ActiveSync — email synchronization settings

included in synchronization.

- *Only if smaller than* — the value entered in this option sets the maximum size of email attachments to be synchronized. Larger attachments are excluded from synchronization.

The settings described above help decrease time needed for synchronization as well as the load of the synchronization on network connection.

5. On the *Server* tab, use the *Server name* entry to specify Internet name of the server where your email account is created (at figure 4.3, address `mail.company.com` is used).
6. On the *Server* tab (see figure 4.3), click on *Advanced*. This opens the *Advanced Connection Options* dialog box (shown at figure 4.6) with the *Connection* tab including the following information to be entered:

### User name

Use this entry to specify the user name used for authentication to *Kerio MailServer*.

### Password

Use this entry to specify the password used for authentication to *Kerio MailServer*.

### Domain

Use this textfield to enter the email domain name (usually it is the part of your email address after the @ symbol).

### Save password

If you do not wish to be asked for the login data by each startup of the synchronization, enable this option. If you want to use the feature of automatic synchronization, this option is required to be enabled.

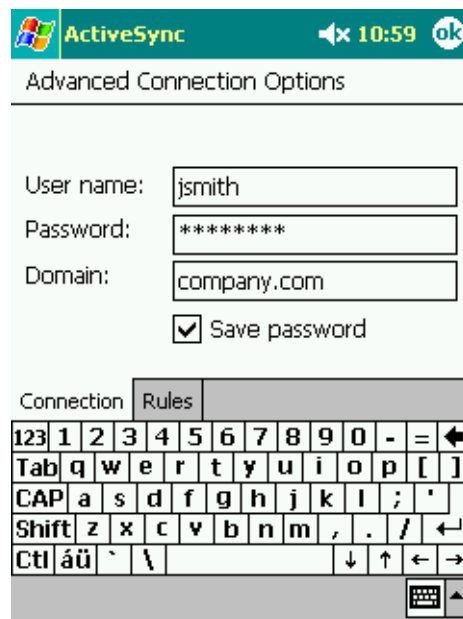


Figure 4.6 ActiveSync — login data settings

Another section of the dialog is the *Rules* tab (see figure 4.7). The tab includes settings of what should be done if the synchronization collides.

Collisions might occur when some folders to be synchronized have been changed both on the server and on the device since the last synchronization. According to the parameters set here, *ActiveSync* will either beat the change performed on the server with the one applied on the device or the other way round. By default, the changes on the server overwrite the changes on the device. It is recommended to keep these settings.

7. Return to the *Server* tab (see figure 4.3) and open the *Schedule* tab. On this tab it is possible to define automatic synchronization (see figure 4.8):

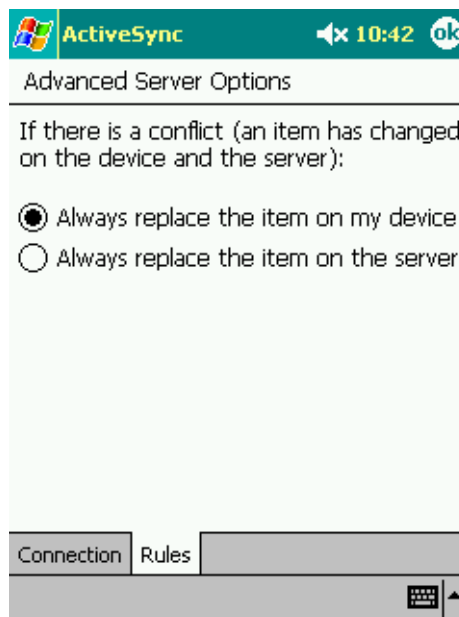


Figure 4.7 ActiveSync — collision of the synchronization

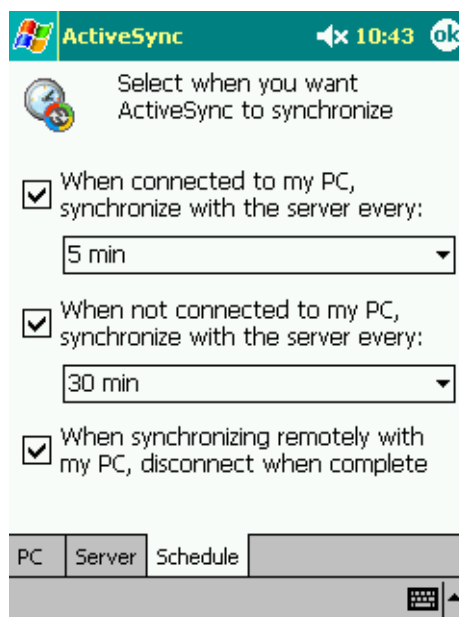


Figure 4.8 ActiveSync — automatic synchronization settings

### When connected ...

Synchronization settings applying to periods when the device can connect to the server via a desktop computer.



### When not connected ...

Synchronization settings applying to periods when the device cannot connect to the server via a desktop computer.

### When synchronizing remotely ...

This option allows setting of closing of connection upon completion of synchronization.

8. Save the settings by the *Ok* button. To test whether the settings allow proper functionality, use the *Sync* button in the *ActiveSync* main window. This button can be used for manual synchronization whenever needed.

## 4.3 Windows Mobile 2003 and 2003 Second Edition

Windows Mobile 2003 and Windows Mobile 2003 SE in cooperation with *Kerio MailServer* provide the following features:

- Windows Mobile 2003 supports protocol ActiveSync 2.0 and lower (Second Edition supports also ActiveSync 2.1).
- Windows Mobile 2003 allows synchronization of the following types of folders:
  - email
  - calendar
  - contacts
- *Wipe* — implementation of the ActiveSync protocol allows the *Kerio MailServer* administrator remote removal of all synchronized folders from the device.

The following features are not supported by *Kerio MailServer* for this system version:

- SMS-based Always Up-To-Date (AUTD)

### 4.3.1 ActiveSync settings in Pocket PC Edition

It is not necessary to install the *ActiveSync* application since it is included in the Windows Mobile operating system (it can be found under *Start* → *ActiveSync*).

Before the starting to configurate, it is necessary to check if connection of the device to network is set correctly (required for connection to the mailserver). This can be tested for example by using *Internet Explorer* to connect to *Kerio WebMail* (see chapter 1.2).

If the connection does not fail, you can start to set *ActiveSync*:

1. Open the *Start* menu and run *ActiveSync* (see figure 4.9).

2. In the *ActiveSync* application, click on *Tools* and select *Options* from the menu (see figure 4.10).

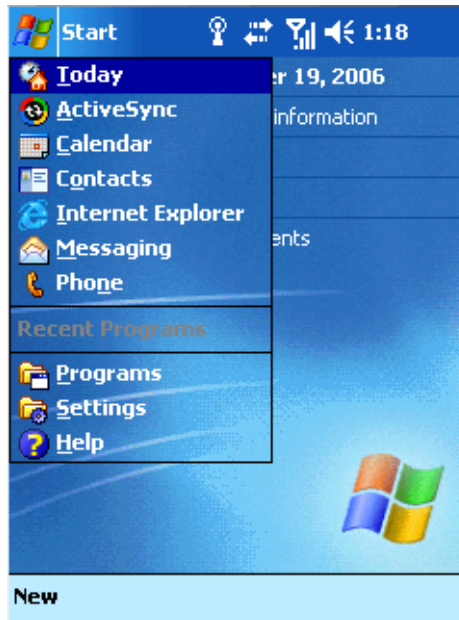


Figure 4.9 The Start menu

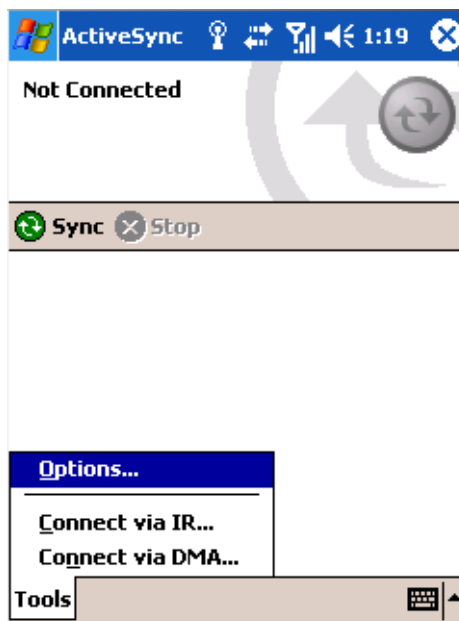


Figure 4.10 The ActiveSync application, the Tools menu

3. This opens the configuration dialog divided to several tabs.

To set direct connection between the device and *Kerio MailServer*, open the *Server* tab (see figure 4.11).



Figure 4.11 ActiveSync — basic server configuration

4. On the *Server* tab, use the *Sync with this server* entry to specify Internet name of the server where your email account is created (at figure 4.11, address mail.company.com is used).
5. Click on *Options* and set the following parameters on the *Connection* tab:

**User name**

Use this entry to specify the user name used for authentication to *Kerio MailServer*.

**Password**

Use this entry to specify the password used for authentication to *Kerio MailServer*.

**Domain**

Use this textfield to enter the email domain name (usually it is the part of your email address after the @ symbol).

**Save password**

If you do not wish to be asked for the login data by each startup of the synchronization, enable this option. If you want to use the feature of automatic synchronization, this option is required to be enabled.

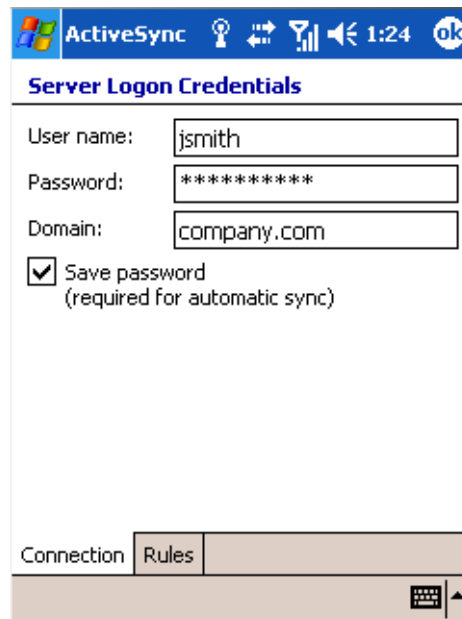


Figure 4.12 ActiveSync — user login data settings

Another section of the dialog is the *Rules* tab. The following parameters are covered:

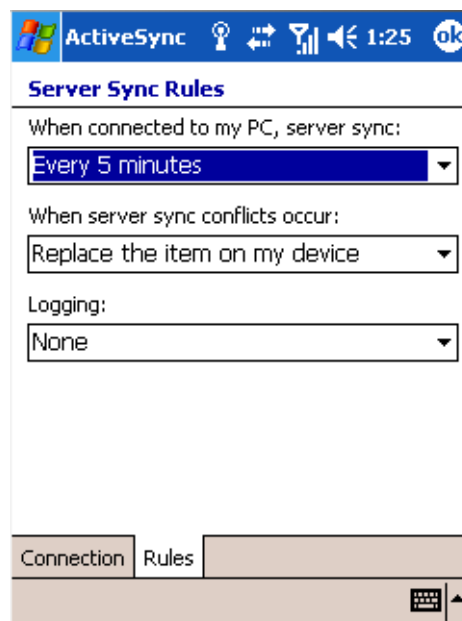


Figure 4.13 ActiveSync — synchronization rules settings

**When connected to my PC, server sync**

These settings apply to the period when the device is connected to the workstation via the *ActiveSync* desktop application.

**When server sync conflicts occur**

The menu allows to set measures to be taken in case that a collision occurs during the synchronization (see figure 4.33).

Collisions might occur when some folders to be synchronized have been changed both on the server and on the device since the last synchronization. According to the parameters set here, *ActiveSync* will either beat the change performed on the server with the one applied on the device or the other way round. By default, the changes on the server overwrite the changes on the device. It is recommended to keep these settings.

**Logging**

The option allows to set logging of the synchronization traffic. Logging is disabled by default since it is helpful only if a problem occurs.

Once the *Connection* and *Rules* tabs are set, return to the *Server* tab.

6. The *This server uses an SSL connection* option allows encryption of any traffic between the server and the device. It is highly recommended to keep the option enabled to protect your connections from debugging and misuse. This measure protects your fragile information, such as username and password. If connections are not secured, unauthorized users might misuse fragile data to manipulate with the email account as well as operate in your company's network in case the username and password used for these are identical.

To allow the encryption, it is required that an SSL certificate is installed on the device. If your company uses certificates authorized by a commercial certification authority, it is possible that your device already includes support for SSL encryption. If the company uses a certificate generated by *Kerio MailServer* or another internal certificate, it is necessary to install another certificate on the device; otherwise, the synchronization would not work. To get information on how to install such certificates, contact your network administrator. Also *Kerio MailServer, Administrator's Guide* provides instructions on installation of certificates in chapter [Support for ActiveSync](#).

7. The *Server* tab (shown at figure 4.11) also includes settings of folder synchronization. The *Sync these items* section shows list of folders which can be synchronized by the application. Simply check those folders which should be synchronized.

The *Settings* button also included in the dialog is active only upon clicking on the *Calendar* or *Inbox* folder and it opens a dialog where synchronization parameters

for calendar and email can be set. The *Contacts* folder does not contain any other parameters.

### Calendar Server Sync Options

Selection of the *Calendar* folder and a consequent clicking on *Settings* opens a dialog with synchronization settings (see figure 4.14). The dialog includes a menu where it can be set how old data will be synchronized.

All upcoming events are included in the synchronization. However, to shorten the time needed for synchronization, it is possible to set the maximum age of events to be synchronized (it is not necessary to synchronize old data where the information will not be needed any longer).

By default, data up to two weeks old is synchronized. If you need to synchronize also older data, change the settings. In such a case, bear in mind that at least the first synchronization may take longer.

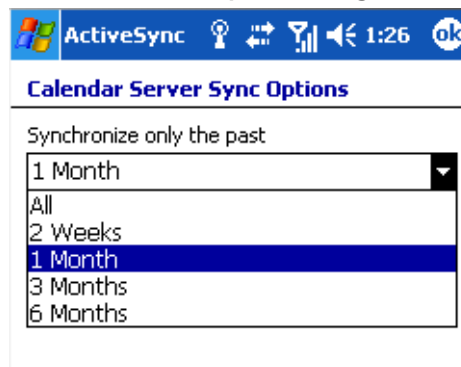


Figure 4.14 ActiveSync — calendar synchronization settings

### Inbox Server Sync Options

Selection of the *Inbox* folder and a consequent clicking on *Settings* opens a dialog with synchronization settings (see figure 4.15). The dialog includes several options to customize synchronization:

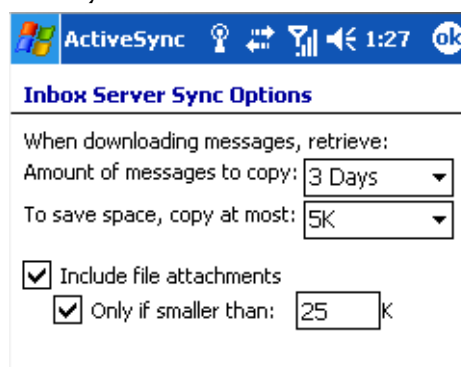


Figure 4.15 ActiveSync — email synchronization settings

- *Amount of messages to copy* — this option allows to set how old messages will be synchronized. By default, messages up to three days old are included in the synchronization.
- *To save space, copy at most* — only messages of the size up to the value set here will be synchronized.
- *Include file attachments* — if this option is enabled, attachments are also included in synchronization.
- *Only if smaller than* — the value entered in this option sets the maximum size of email attachments to be synchronized. Larger attachments are excluded from synchronization.

The settings described above help decrease time needed for synchronization as well as the load of the synchronization on network connection.

8. Return to the *Server Synchronization* dialog (see figure 4.11) and open the *Mobile Schedule* tab. This opens the *Mobile Sync Schedule* dialog where synchronization's behavior can be defined (see figure 4.16):

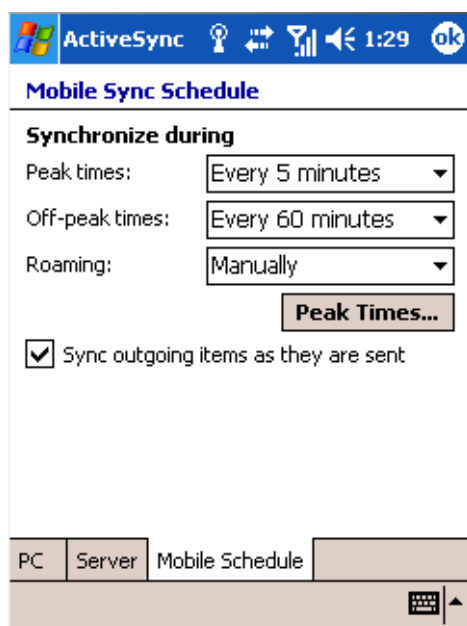


Figure 4.16 ActiveSync — automatic synchronization settings

### Peak times

Sets the synchronization interval for peak time (the time when you need as fresh information as possible, usually this time includes the working hours).

### Off-peak times

Sets the synchronization interval for off-peak time (usually at night).

### Roaming

These settings apply to roaming. To decrease the roaming costs to the minimum, keep the default settings and use manual synchronization. In other words, synchronization will be started only when the *Sync* button is clicked.

### Sync outgoing items as they are sent

This option allows immediate synchronization with the server whenever a new message is sent or a new event or contact created.

Click on *Peak Times* to open a dialog (see figure 4.17), where intervals for peak time can be set.

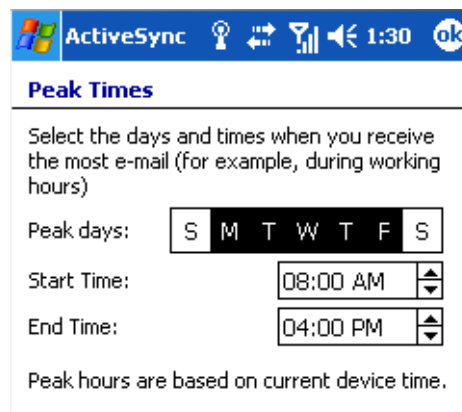


Figure 4.17 ActiveSync — synchronization peak times

9. Save the settings by the *Ok* button. To test whether the settings allow proper functionality, use the *Sync* button in the *ActiveSync* main window. This button can be used for manual synchronization whenever needed.

### 4.3.2 ActiveSync settings in Smartphone Edition

It is not necessary to install the *ActiveSync* application since it is included in the Windows Mobile operating system (it can be found under *Start* → *ActiveSync*).

Before the starting to configurate, it is necessary to check if connection of the device to network is set correctly (required for connection to the mailserver). This can be tested for example by using *Internet Explorer* to connect to *Kerio WebMail* (see chapter 1.2).

If the connection does not fail, you can start to set *ActiveSync*:

1. Open the *Start* menu and run *ActiveSync* (see figure 4.18).



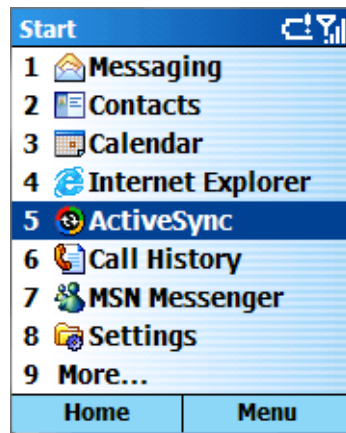


Figure 4.18 The Start menu

2. In the *ActiveSync* application, click on *Menu* and select *Options* from the menu (see figure 4.19).

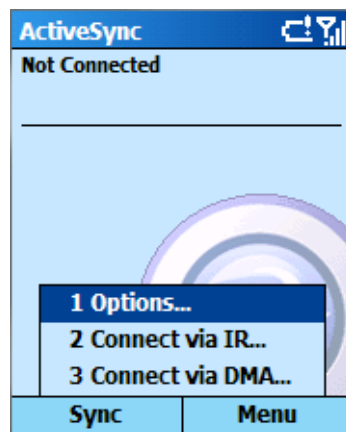


Figure 4.19 ActiveSync — Menu → Options

3. In the *Sync* dialog just opened, select the *Server Settings* option (see figure 4.20).
4. In the *Server Settings* dialog box, select the *Connection* option (see figure 4.21).

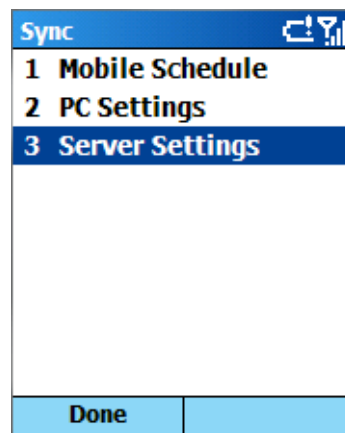


Figure 4.20 ActiveSync — the Sync menu

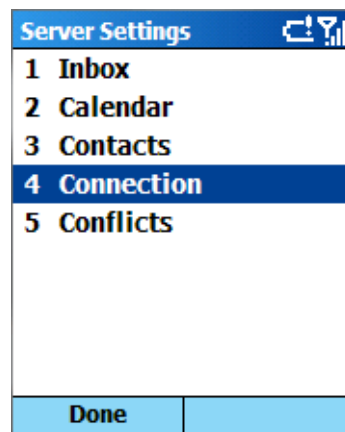


Figure 4.21 ActiveSync — the Server Settings menu

5. In the *Connection* dialog box (see figure 4.22), set the following parameters:

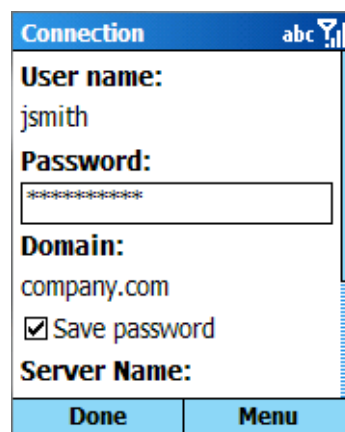


Figure 4.22 ActiveSync — the Connection dialog box

**User name**

Use the entry to specify the user name used for authentication to *Kerio MailServer*.

**Password**

Use the entry to specify the password used for authentication to *Kerio MailServer*.

**Domain**

Use the textfield to enter the email domain name (usually it is the part of your email address after the @ symbol).

**Save password**

If you do not wish to be asked for the login data by each startup of the synchronization, enable this option. If you want to use the feature of automatic synchronization, this option is required to be enabled.

**Server name**

Enter the Internet name of the server where your email account is stored.

**This server uses an SSL connection**

The *This server uses an SSL connection* option allows encryption of any traffic between the server and the device. It is highly recommended to keep the option enabled to protect your connections from debugging and misuse. This measure protects your fragile information, such as username and password. If connections are not secured, unauthorized users might misuse fragile data to manipulate with the email account as well as operate in your company's network in case the username and password used for these are identical.

To allow the encryption, it is required that an SSL certificate is installed on the device. If your company uses certificates authorized by a commercial certification authority, it is possible that your device already includes support for SSL encryption.

If the company uses a certificate generated by *Kerio MailServer* or another internal certificate, it is necessary to install another certificate on the device; otherwise, the synchronization would not work. To get information on how to install such certificates, contact your network administrator. Also *Kerio MailServer, Administrator's Guide* provides instructions on installation of certificates in chapter [Support for ActiveSync](#).

- Once login data and server name are set, click on *Menu* and select the *Rules* option. This opens the *Connection Rules* dialog box (see figure 4.23) providing the following options:

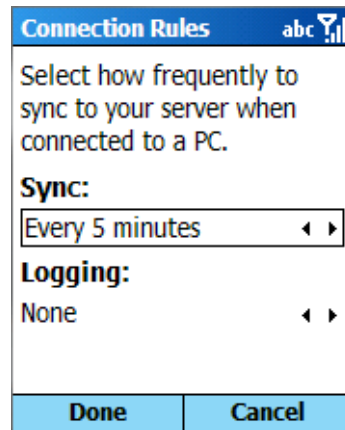


Figure 4.23 ActiveSync — the Conflicts dialog box

### Sync

These settings apply to time when the device is connected to a desktop computer.

### Logging

The option allows to set logging of the synchronization traffic. Logging is disabled by default since it is helpful only if a problem occurs.

- Use the *Done* button to save settings and return to the *Server Settings* dialog (see figure 4.21) and select *Conflicts* (see figure 4.24).

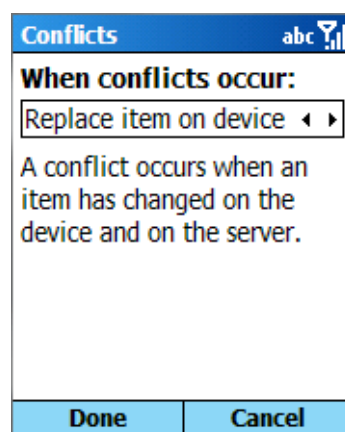


Figure 4.24 ActiveSync — the Conflicts dialog box

The *When Conflicts occur* menu provides options of measures to be taken when synchronization collisions occur.

Collisions might occur when some folders to be synchronized have been changed both on the server and on the device since the last synchronization. According to the parameters set here, *ActiveSync* will either beat the change performed on the server with the one applied on the device or the other way round. By default, the changes on the server overwrite the changes on the device. It is recommended to keep these settings.

8. Click on *Inbox* to open a dialog where email synchronization can be set (see figure 4.25). The dialog includes several options to customize synchronization:

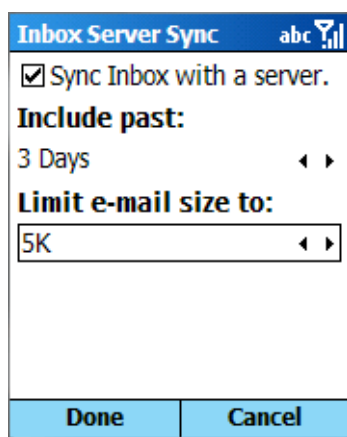


Figure 4.25 ActiveSync — the Inbox Server Sync dialog box

- *Include past* — this option allows to set how old messages will be synchronized. By default, messages up to three days old are included in the synchronization.
- *Limit e-mail size to* — only messages of size up to the value set will be synchronized.

The settings described above help decrease time needed for synchronization as well as the load of the synchronization on network connection.

9. Click on *Calendar* to open a dialog where synchronization of events can be set (see figure 4.26). The dialog includes a menu where it can be set how old data will be synchronized.

New events will be synchronized without exception. However, to shorten the time needed for synchronization, it is possible to set the maximum age of events to be synchronized (it is not necessary to synchronize old data where the information will not be needed any longer).

By default, data up to two weeks old is synchronized. If you need to synchronized also older data, change the settings. In such a case, bear in mind that at least the first synchronization may take longer.

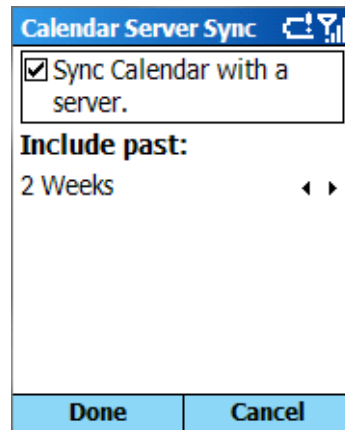


Figure 4.26 ActiveSync — Calendar Server Sync

10. Click on *Contacts* to open a dialog where synchronization of contacts can be enabled (see figure 4.27).

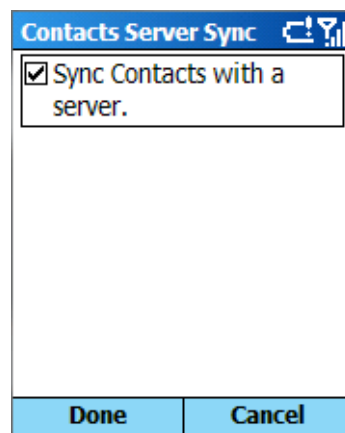


Figure 4.27 ActiveSync — Contacts Server Sync

11. Return to the *Sync* dialog (see figure 4.20) and select *Mobile Schedule*. This opens a dialog where synchronization's behavior can be defined (see figure 4.28):

### Peak time sync

Sets the synchronization interval for peak time (the time when you need as fresh information as possible, usually this time includes the working hours).

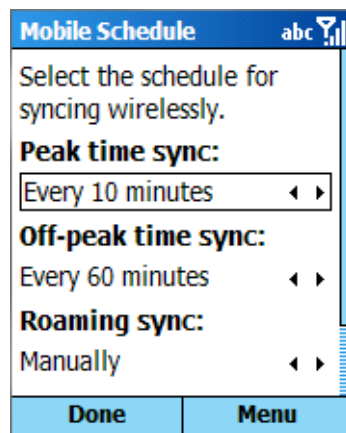


Figure 4.28 ActiveSync — Mobile Schedule

**Off-peak time sync**

Sets the synchronization interval for off-peak time (usually at night).

**Roaming sync**

These settings apply to roaming. To decrease the roaming costs to the minimum, keep the default settings and use manual synchronization. In other words, synchronization will be started only when the *Sync* button is clicked.

**Sync outgoing items as they are sent**

This option allows immediate synchronization with the server whenever a new message is sent or a new event or contact created.

12. Click on the *Menu* button and select *Peak Times* to open a dialog where intervals for peak time can be set.
13. Save the settings by the *Done* button. You can use the *Sync* button to test if the settings are correct. This button can be used for manual synchronization whenever needed.

## 4.4 Windows Mobile 5.0

In cooperation with *Kerio MailServer*, Windows Mobile 5.0 provides many additional features:

- Windows Mobile 5.0 supports the following folder types:
  - email
  - calendar

- contacts
- tasks
- *Wipe* — implementation of the ActiveSync protocol allows the *Kerio MailServer* administrator remote removal of all synchronized folders and user login data from the device.

The following options are not supported by *Kerio MailServer*:

- SMS-based Always Up-To-Date (AUTD)

Setting of *ActiveSync* on Windows Mobile 5.0 is identical with settings on Windows Mobile 5.0 AKU2. Instructions on ActiveSync setting can be found in sections [4.5.1](#) and [4.5.2](#).

### 4.5 Windows Mobile 5.0 AKU2

In cooperation with *Kerio MailServer*, Windows Mobile 5.0 AKU2 provides many additional features:

- Windows Mobile 5.0 AKU2 supports the following folder types:
  - email
  - calendar
  - contacts
  - tasks
- *DirectPush Technology* — this technology allows mobile devices to keep open HTTP(S) connection with the server. Whenever a new item is received or any change is performed in any folder, changes are synchronized immediately.
- *Kerio MailServer* supports *Global Address Lookup* — this feature allows to look up email addresses in all contact folders available to the particular user (including public folders).
- *Wipe* — so called “wipe” allows *Kerio MailServer* administrators reset remote devices. This reset clears all user data out of the device. Only default files and settings will be kept on the mobile device.



The following features of Windows Mobile 5.0 AKU2 are not supported by *Kerio MailServer*:

- Setting of security policy from the server (Enforce Security Policy)
- SMS-based Always Up-To-Date (AUTD)

#### 4.5.1 ActiveSync settings in Pocket PC Edition

It is not necessary to install the *ActiveSync* application since it is included in the Windows Mobile operating system (it can be found under *Start → Programs*).

Before the starting to configurate, it is necessary to check if connection of the device to network is set correctly (required for connection to the mailserver). This can be tested for example by using *Internet Explorer* to connect to *Kerio WebMail* (for details, see chapter 1.2).

If the connection does not fail, you can start to set the *ActiveSync* application:

1. In *Start → Programs*, use the *ActiveSync* icon (see figure 4.29) to run the application.



Figure 4.29 ActiveSync icon

2. When setting the ActiveSync device for the first time, an informative tips are displayed to guide you through. Click on the *set up your device to sync with it* link.

If you already know how to set ActiveSync, open same dialog from *Menu → Add Server Source* (see figure 4.30). This method can be also used whenever you need to change the configuration.

*Note:* In case that the ActiveSync application has already synchronized data with another mailserver, remove the settings by clicking on the *Delete* button in *Menu → Options* (see figure 4.30).

3. This opens the first page of the configuration wizard (see figure 4.31) used for specification of the *Kerio MailServer's* Internet name.

The *This server requires an encrypted (SSL) connection* option allows encryption of any traffic between the server and the device. It is highly recommended to keep the option enabled to protect your connections from debugging and misuse. This measure protects your fragile information, such as username and password. If connections are not secured, unauthorized users might misuse fragile data to manipulate

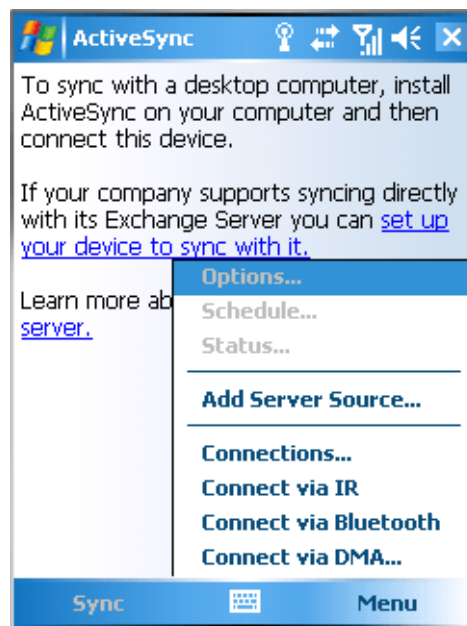


Figure 4.30 ActiveSync menu

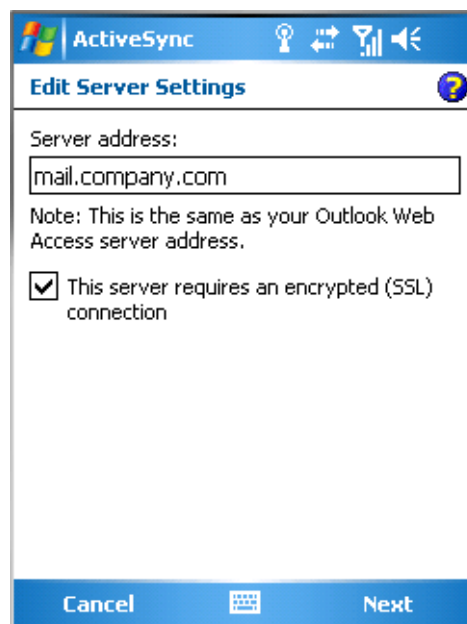


Figure 4.31 ActiveSync — specification of a mailserver and setting secure traffic

with the email account as well as operate in your company's network in case the username and password used for these are identical.

To allow the encryption, it is required that an SSL certificate is installed on the device. If your company uses certificates authorized by a commercial certification

authority, it is possible that your device already includes support for SSL encryption. If the company uses a certificate generated by *Kerio MailServer* or another internal certificate, it is necessary to install another certificate on the device; otherwise, the synchronization would not work. To get information on how to install such certificates, contact your network administrator. Also *Kerio MailServer, Administrator's Guide* provides instructions on installation of certificates in chapter [Support for ActiveSync](#).

Once the server name is set and SSL encryption enabled, click on *Next* to open the following page of the configuration wizard.

4. On the second page, set your login data (see figure 4.32):

The screenshot shows the 'ActiveSync' application window with the title 'Edit Server Settings'. It contains three text input fields: 'User name:' with the value 'jsmith', 'Password:' with masked characters '\*\*\*\*\*', and 'Domain:' with the value 'company.com'. Below these fields is a checked checkbox labeled 'Save password' with a subtext '(required for automatic sync)'. To the right of the checkbox is an 'Advanced...' button. At the bottom of the window are 'Back' and 'Next' buttons.

Figure 4.32 ActiveSync — user login data definition

#### User name

Use this entry to specify the user name used for authentication to *Kerio MailServer*.

#### Password

Use this entry to specify the password used for authentication to *Kerio MailServer*.

#### Domain

Use this textfield to enter the email domain name (usually it is the part of your email address after the @ symbol).

### Save password

If you do not wish to be asked for the login data by each startup of the synchronization, enable this option. If you want to use the feature of automatic synchronization, this option is required to be enabled.

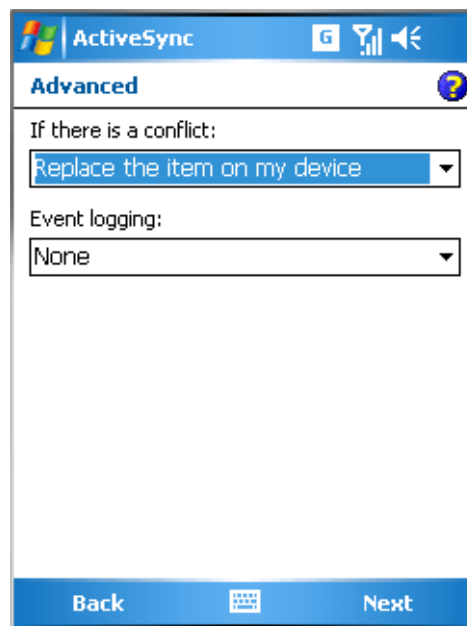


Figure 4.33 ActiveSync — the Advanced dialog box

*Note:* Besides login data items, the *Advanced* button is included in this dialog. It can be used to set optional parameters. The dialog allows to set measures to be taken in case that a collision occurs during the synchronization (see figure 4.33).

Collisions might occur when some folders to be synchronized have been changed both on the server and on the device since the last synchronization. According to the parameters set here, *ActiveSync* will either beat the change performed on the server with the one applied on the device or the other way round. By default, the server beats the device. It is recommended to keep these settings.

Once the settings are done, click on *Next*.

5. The following dialog provides a list of all folder types which can be synchronized (see figure 4.34). Check only those folders that will be synchronized and leave unchecked or uncheck the others.

The *Settings* button also included in the dialog is active only upon clicking on the *Calendar* or *E-mail* folder and it opens a dialog where synchronization parameters for calendar and email folders can be set. The *Contacts* and *Tasks* folders do not contain any other parameters.

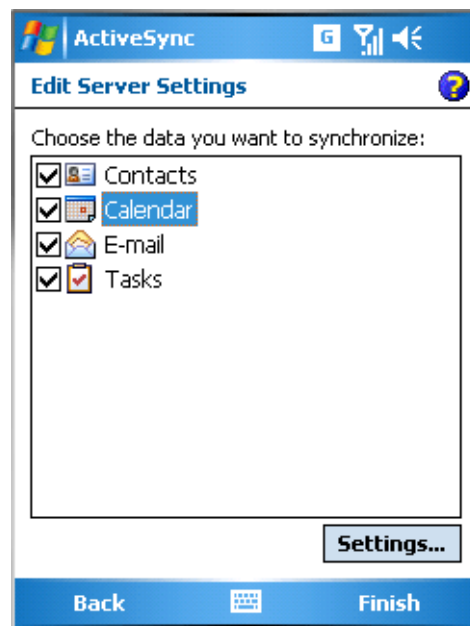


Figure 4.34 ActiveSync — folder synchronization settings

### Calendar Sync Options

Selection of the *Calendar* folder and a consequent clicking on *Settings* opens a dialog with synchronization settings (see figure 4.35). The dialog includes a menu where it can be set how old data will be synchronized.

New events will be synchronized without exception. However, to shorten the time needed for synchronization, it is possible to set the maximum age of events to be synchronized (it is not necessary to synchronize old data where the information will not be needed any longer).

By default, data up to two weeks old is synchronized. If you need to synchronize also older data, change the settings. In such a case, bear in mind that at least the first synchronization may take longer.

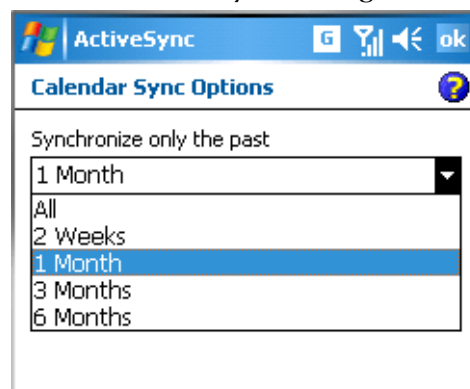


Figure 4.35 ActiveSync — calendar synchronization settings

### E-mail Sync Options

Selection of the *E-mail* folder and a consequent clicking on *Settings* opens a dialog with synchronization settings (see figure 4.36). The dialog includes several options to customize synchronization:

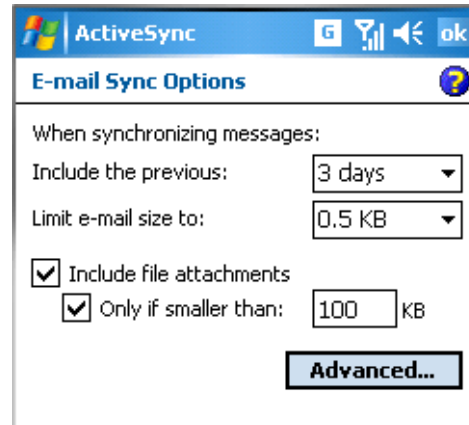


Figure 4.36 ActiveSync — email synchronization settings

- *Include the previous* — this option allows to set how old messages will be synchronized. By default, messages up to three days old are included in the synchronization.
- *Limit e-mail size to* — only messages of size up to the value set will be synchronized.
- *Include file attachments* — if this option is enabled, attachments are also included in synchronization.
- *Only if smaller than* — the value entered in this option sets the maximum size of email attachments to be synchronized. Larger attachments are excluded from synchronization.

The settings described above help decrease time needed for synchronization as well as the load of the synchronization on network connection.

6. Once the settings are done, save the configuration by clicking on *Finish*. Now, the first synchronization between the device and *Kerio MailServer* will be started.

During the synchronization, a dialog appears requiring confirmation of appliance of the security policy (see figure 4.37). Use the *OK* button for confirmation, otherwise the synchronization will not be completed correctly.

Other *ActiveSync* settings are focused in your device's user's guide.

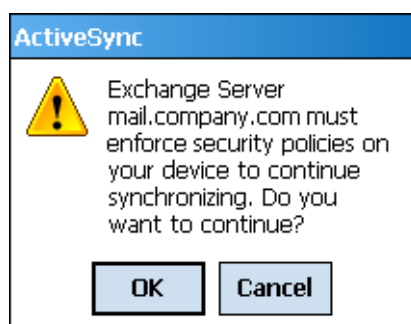


Figure 4.37 Wipe confirmation

#### 4.5.2 ActiveSync settings in Smartphone Edition

It is not necessary to install the *ActiveSync* application since it is included in the Windows Mobile operating system (it can be found under *Start* → *ActiveSync*).

Before the starting to configurate, it is necessary to check if connection of the device to network is set correctly (required for connection to the mailserver). This can be tested for example by using *Internet Explorer* to connect to *Kerio WebMail* (for details, see chapter 1.2).

If the connection does not fail, you can start to set the *ActiveSync* application:

1. In *Start* → *Programs*, use the *ActiveSync* icon (see figure 4.38) to run the application.



Figure 4.38 ActiveSync icon

2. Click on *Menu* and select *Add Server Source* (see figure 4.39).

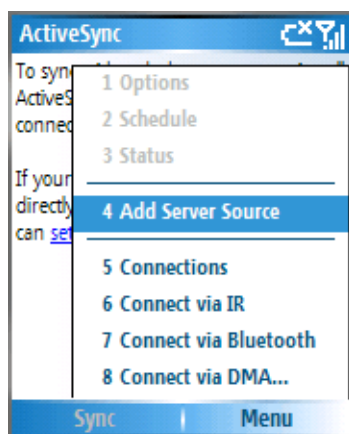
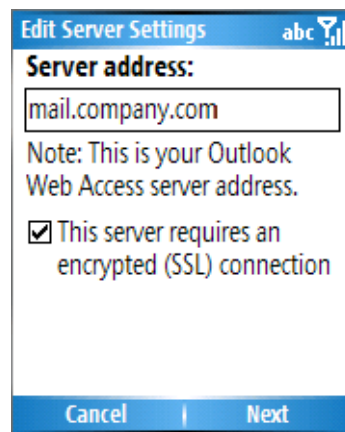


Figure 4.39 ActiveSync menu

*Note:* In case that the ActiveSync application has already synchronized data with another mailserver, remove the settings by right-clicking on the *Menu* → *Delete* (see figure 4.39).

3. This opens the synchronization's configuration wizard.

On the first page of the wizard, use the *Server address* entry to specify the server's Internet name (see figure 4.40).



**Figure 4.40** ActiveSync — specification of a mailserver and setting secure traffic

The *This server requires an encrypted (SSL) connection* option allows encryption of any traffic between the server and the device. It is highly recommended to keep the option enabled to protect your connections from debugging and misuse. This measure protects your fragile information, such as username and password. If connections are not secured, unauthorized users might misuse fragile data to manipulate with the email account as well as operate in your company's network in case the username and password used for these are identical.

To allow the encryption, it is required that an SSL certificate is installed on the device. If your company uses certificates authorized by a commercial certification authority, it is possible that your device already includes support for SSL encryption. If the company uses a certificate generated by *Kerio MailServer* or a certificate signed by an internal certification authority, it is necessary to install another certificate on the device; otherwise, the synchronization would not work. To get information on how to install such certificates, contact your network administrator. In chapter [Support for ActiveSync](#), *Kerio MailServer, Administrator's Guide* also provides instructions on installation of certificates on Windows Mobile 5.0 Smartphone Edition.

Once the server name is set and SSL encryption enabled, click on *Next* to open the following page of the configuration wizard.



4. On the second page, set your login data (see figure 4.41):

Figure 4.41 ActiveSync — user login data definition

#### User name

Use this entry to specify the user name used for authentication to *Kerio MailServer*.

#### Password

Use this entry to specify the password used for authentication to *Kerio MailServer*.

#### Domain

Use this textfield to enter the email domain name (usually it is the part of your email address after the @ symbol).

#### Save password

If you do not wish to be asked for the login data by each startup of the synchronization, enable this option. This option is required to be enabled especially if you want to use the feature of automatic synchronization.

5. The following dialog provides a list of all folder types which can be synchronized (see figure 4.42). Check only those folders that will be synchronized and leave unchecked or uncheck the others.

Synchronization of email and calendar allows additional settings. Select *Calendar* or *E-mail* and click on *Menu*. In the menu just opened, select *Settings* (see figure 4.43). This opens a dialog providing options in accordance with type of item to be synchronized:

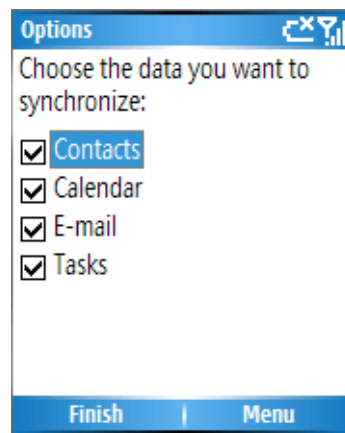


Figure 4.42 ActiveSync — folder synchronization settings

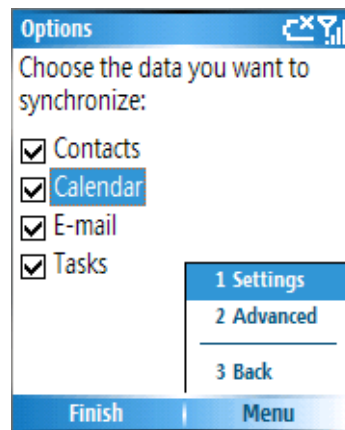


Figure 4.43 Folder synchronization settings — Menu

### Calendar Sync Options

The *Calendar Sync Options* dialog (see figure 4.35) includes a menu where is can be set how old data will be synchronized.

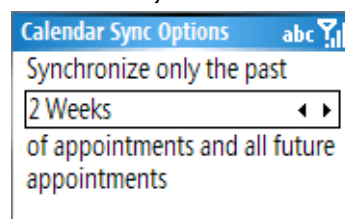


Figure 4.44 Folder synchronization settings — calendar

New events will be synchronized without exception. However, to shorten the time needed for synchronization, it is possible to set the maximum age of events to be synchronized (it is not necessary to synchronize old data where the information will not be needed any longer).

By default, data up to two weeks old is synchronized. If you need to synchronize also older data, change the settings. In such a case, bear in mind that at least the first synchronization may take longer.

### E-mail Sync

The *E-mail Sync* dialog (see figure 4.36) includes two parameters to be customized:

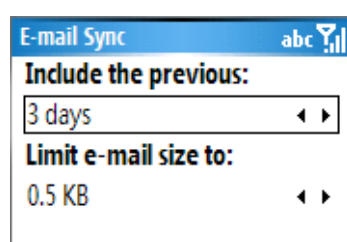


Figure 4.45 Folder synchronization settings — email

- *Include the previous* — this option allows to set how old messages will be synchronized. By default, messages up to three days old are included in the synchronization.
- *Limit e-mail size to* — only messages of size up to the value set will be synchronized.

The settings described above help decrease time needed for synchronization as well as the load of the synchronization on network connection.

6. Before closing the wizard, click on the *Menu* button (see figure 4.43) and select the *Advanced* option. It allows setting of optional parameters. The dialog allows to set measures to be taken in case that a collision occurs during the synchronization (see figure 4.46).

Collisions might occur when some folders to be synchronized have been changed both on the server and on the device since the last synchronization. According to the parameters set here, *ActiveSync* will either beat the change performed on the server with the one applied on the device or the other way round. By default, the server beats the device. It is recommended to keep these settings.

Once the settings are done, click on *Next* and consequently on the *Finish* button to save settings.

7. Once the settings are done, save the configuration by clicking on *Finish*. Now, the first synchronization between the device and *Kerio MailServer* will be started.

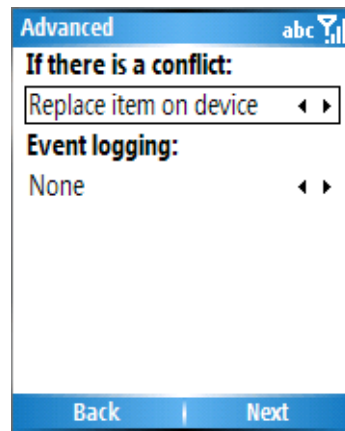


Figure 4.46 ActiveSync — the Advanced dialog box

During the synchronization, a dialog appears requiring confirmation of appliance of the security policy (see figure 4.47). Use the *OK* button for confirmation, otherwise the synchronization will not be completed correctly.

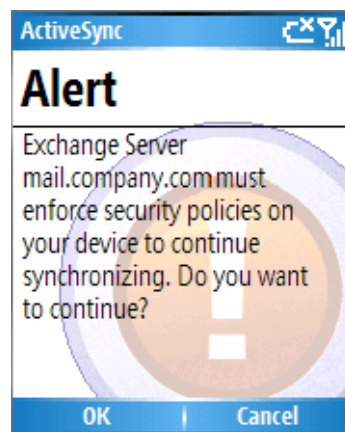


Figure 4.47 Wipe confirmation

Other *ActiveSync* settings are focused in your device's user's guide.

### 4.6 Windows Mobile 6.0

In cooperation with *Kerio MailServer*, Windows Mobile 6.0 provides the following features:

- Windows Mobile 6.0 supports the following folder types:
  - email
  - calendar

- contacts
- tasks
- *DirectPush Technology* — this technology allows mobile devices to keep open HTTP(S) connection with the server. Whenever a new item is received or any change is performed in any folder, changes are synchronized immediately.
- *Kerio MailServer* supports *Global Address Lookup* — this feature allows to look up email addresses in all contact folders available to the particular user (including public folders).
- *Wipe* — so called “wipe” allows *Kerio MailServer* administrators reset remote devices. This reset clears all user data out of the device. Only default files and settings will be kept on the mobile device.

The following features of Windows Mobile 6.0 are not supported by *Kerio MailServer*:

- Setting of security policy from the server (Enforce Security Policy)
- SMS-based Always Up-To-Date (AUTD)

Setting of *ActiveSync* on Windows Mobile 6.0 is identical with settings on Windows Mobile 5.0 AKU2. Instructions on *ActiveSync* setting can be found in sections [4.5.1](#) and [4.5.2](#).

## 4.7 Palm Treo

Standardly, Palm Treo includes the *VersaMail* email client which supports the *ActiveSync* protocol.

In cooperation with *Kerio MailServer*, special configuration of an *VersaMail* account provides the following options and features:

- Folder synchronization:
  - Inbox in *VersaMail* — in addition to Inbox, Outbox (to allow message sending) and Sent Items are also synchronized. The Sent Items folder is synchronized in a single direction (the to-server direction) and the desktop client consequently

includes also messages sent from Palm Treo. The folder is not synchronized in the other direction since Palm Treo cannot read the folder.

- Calendar — events of the *Calendar* application (included in Palm Treo) are synchronized.
- Contacts — synchronization of contacts is supported only on Palm Treo 680 and 700p.
- *DirectPush Technology*<sup>6</sup> — this technology allows mobile devices to keep open HTTP(S) connection with the server. Whenever a new item is received or any change is performed in any folder, changes are synchronized immediately.
- *Kerio MailServer* supports *Global Address Lookup*<sup>6</sup> — this feature allows to look up email addresses in all contact folders available to the particular user (including public folders).
- Wipe — *Kerio MailServer* administrator can remove all synchronized folders remotely. This feature may be helpful in case that the device is stolen or lost.

*Note:* To include also notes, tasks and contacts in the synchronization, it is necessary to install the *Palm Desktop* on the desktop computer and use it for the synchronization. More information is provided in the Palm Treo user's guide.

### 4.7.1 Versa Mail settings

It is not necessary to install the *VersaMail* application since it is included in the Palm OS (it can be found under *Applications* → *VersaMail*).

Before the starting to configurate, it is necessary to check if connection of the device to network is set correctly (required for connection to the mailserver). This can be tested for example by using a web browser to connect to *Kerio WebMail* (for details, see chapter 1.2).

If the connection does not fail, you can start to set the *VersaMail* application:

1. In Palm Treo, click on *Applications*. The device's screen provides list of applications included in Palm Treo. Select *VersaMail* (see figure 4.48) and open it.

---

<sup>6</sup> Palm Treo 650 requires upgrade of VersaMail to version 3.5 and installation of Exchange ActiveSync Update for Treo 650 smartphone (<http://software.palm.com/>). Palm Treo 680 and 700p require installation of EAS SP 2 update (<http://www.palm.com/us/support/downloads/treo/easupdate.html>).



Figure 4.48 The VersaMail mail client

2. Once the application is started, click on *Menu*. A menu is displayed in the message header. In this menu, select the *Accounts* → *Account Setup* option (see figure 4.49).



Figure 4.49 VersaMail — Accounts

3. The account setup wizard is opened (see figure 4.50) where it is possible to change settings of the current account or to create a new one. Select the second option and click on *New*.



Figure 4.50 Entourage Setup Assistant

4. At the first page of the wizard, specify *Account Name* (at figure 4.51 the account is called *keriomail*). In the *Mail Service* menu, select the *Exchange ActiveSync* option. This setting item is obligatory. If the correct account type is not set, synchronization of email and calendar would not work.
5. At the next page of the wizard, specify username and password which will be used for authentication in *Kerio MailServer* (see figure 4.52). Enter the same username and password as you use in your desktop email client.

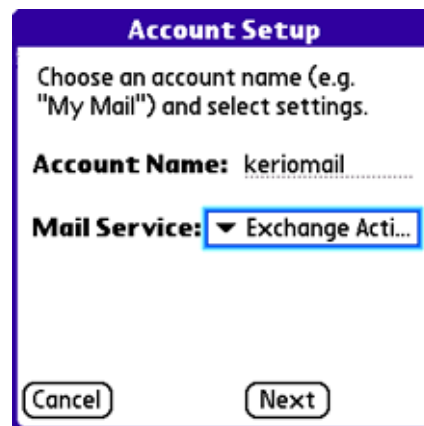


Figure 4.51 Account settings — connection settings



Figure 4.52 Account Setup — definition of username and password

- At the following page (see figure 4.53), enter your email address and Internet name of the *Kerio MailServer* which will be used for the synchronization of email and calendar. To get this information, contact your network administrator.

- The last setup window (see figure 4.54) includes the *Test Settings* button which can be used to test if the connection of *Palm Treo* to *Kerio MailServer* works correctly.

If the connection is established successfully, it is not necessary to perform any other settings. Close the wizard by using the *Done* button. This option closes the wizard and saves the settings.

If the connection fails, check the settings and/or contact your network administrator.

In specific cases, it is necessary to continue in the account setting. These additional settings include situations where SSL encryption should be disabled, a non-standard



port should be set for the connection or/and authentication should be set on the proxy server:



Figure 4.53 Account Setup — email address and Kerio MailServer's Internet address definition



Figure 4.54 Testing basic settings

- Enabling/disabling SSL encryption and setting another port for the connection:

In the last step of the wizard (see figure 4.54), click on *Advanced*. This opens another dialog (shown at figure 4.55) where the following settings may be performed:

#### Use Secure Connection (SSL)

By default, SSL encryption is enabled for any traffic between *Kerio MailServer* and *Palm Treo* (on default port 443). It is recommended not to change these settings unless necessary. It is above all not recommended to disable SSL. Unsecured connections can be tapped by unauthorized persons. This measure protects your fragile information, such as username and password. If connections are not secured, unauthorized users might misuse fragile data



Figure 4.55 Advanced settings — SSL encryption

to manipulate with the email account as well as operate in your company's network in case the username and password used for these are identical.

To allow the encryption, it is required that an SSL certificate is installed on the device. If your company uses certificates authorized by a commercial certification authority, it is possible that your device already includes support for SSL encryption. If the company uses a certificate generated by *Kerio MailServer* or another internal certificate, it is necessary to install another certificate on the device; otherwise, the synchronization would not work. To get information on how to install such certificates, contact your network administrator. In chapter [Support for ActiveSync, Kerio MailServer, Administrator's Guide](#) also provides instructions on installation of certificates on mobile devices.

### Changing port number

Under certain circumstances, parameters of your mailserver may be configured in a way that non-standard ports are used. If the HTTP service used for the synchronization is running on a non-standard port, ask you network administrator to give you this information and specify the correct port number in the *Port Number* entry.

- Setting authentication against the proxy server:

In the last step of the wizard (see figure 4.54), click on *Advanced*. The next step of the wizard just opened covers the issue of SSL encryption (see above). Click on *Next*. This opens a dialog covering the issue of authentication against the proxy server (see figure 4.56) where it is possible to enable *Proxy authentication* and specify username and password for the authentication.

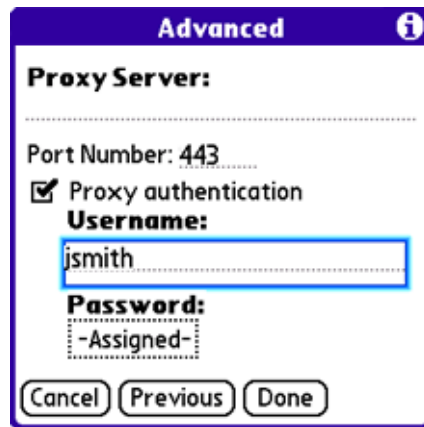


Figure 4.56 Advanced settings — settings of authentication at the proxy server

8. Click *Done* to close the dialog. An alert is displayed informing that all existing events of the calendar will be overwritten by events saved on the server (this helps avoid duplicate data).

Detailed information referring to setting of synchronization and accounts in *VersaMail* can be found in the *VersaMail 3.0* user guide which is also available at <http://www.palm.com/>.

## 4.8 Nokia Eseries

*Nokia Eseries* allows folder synchronization by the ActiveSync protocol if the *Nokia's Email For Exchange* application is installed on the device. Installation and configuration of the application are addressed in section 4.8.1

*Email For Exchange* with *Kerio MailServer* provide the following options and features:

- *Nokia Eseries* supports the ActiveSync protocol, version 2.5.
- *Nokia Eseries* supports synchronization of the following folder types:
  - Inbox — other email folders are not synchronized.
  - Calendar — the default private calendar.
  - Contacts — the default private contact folder.
- *DirectPush Technology* — this technology allows mobile devices to keep open HTTP(S) connection with the server. Whenever a new item is received or any change is performed in any folder, changes are synchronized immediately.

- *Kerio MailServer* supports *Global Address Lookup* — this feature allows to look up email addresses in all contact folders available to the particular user (including public folders).
- This version allows installation of the root certificate on the device — this implies that it is also possible to use the *Kerio MailServer's* self-signed certificate for encryption.

*Email For Exchange* does not support the following features:

- It is not possible to synchronize public and shared folders.
- It is not possible to accept/reject an invitation. Invitations can be viewed in *Inbox* but it cannot be manipulated — it does not offer the *Accept* and *Reject* buttons and it is not displayed in the calendar.

### 4.8.1 Email For Exchange settings

The *Mail for Exchange* application is not standardly included in the mobile device set. Therefore, it is necessary to install it. Import and installation of the application is described in the application's guide which is available at the Nokia website.

*Note:* This chapter describes settings for devices *Nokia E60* and *Email For Exchange 1.3.0*. It can, therefore, slightly differ on other versions.

1. After installation of *Mail for Exchange*, locate the application (see the icon at figure 4.57) and open it.



**Figure 4.57** Icon of Mail For Exchange 1.3.0

2. In the application, select the Sync mode option (see figure 4.58).
3. In the menu just opened, select the *Edit profile* option (see figure 4.59)

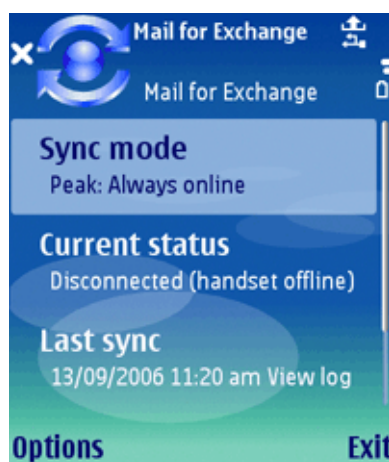


Figure 4.58 Mail For Exchange welcome page

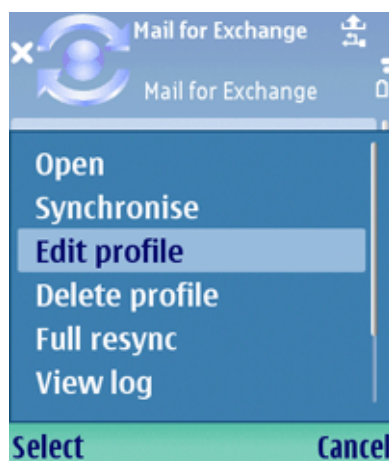


Figure 4.59 Options → Edit profile

4. In the *Profile* menu, select *Connection* (see figure 4.60).
5. This opens a dialog for connection to the server. The first section to be set is the *Connection* tab (see figure 4.61). The following parameters are to be set here:



Figure 4.60 The Edit profile menu

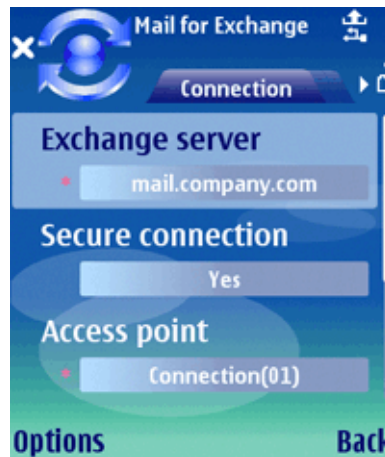


Figure 4.61 The Connection dialog

### Exchange server

Enter the server's internet name or IP address.

### Secure connection

The *Secure connection* option allows encryption of any traffic between the server and the device. It is highly recommended to keep the option enabled to protect your connections from debugging and misuse. This measure protects your fragile information, such as username and password. If connections are not secured, unauthorized users might misuse fragile data to manipulate with the email account as well as operate in your company's network in case the username and password used for these are identical.

To allow the encryption, it is required that an SSL certificate is installed on the device. If your company uses certificates authorized by a commercial certification authority, it is possible that your device already includes support for

SSL encryption. If the company uses a certificate generated by *Kerio MailServer* or another internal certificate, it is necessary to install another certificate on the device; otherwise, the synchronization would not work. To get information on how to install such certificates, contact your network administrator. Also *Kerio MailServer, Administrator's Guide* provides instructions on installation of certificates in chapter [Support for ActiveSync](#).

Now, save settings of the tab.

6. In the *Profiles* menu, select *Credentials*. Enter login information used for connection to your mailbox (see figure 4.62):

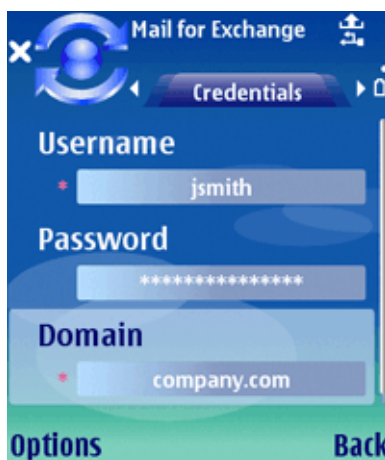


Figure 4.62 The Credentials dialog

#### Username

Use the *Username* textfield to enter username used for connection to the mailbox in *Kerio MailServer*.

#### Password

Use the *Password* textfield to enter password used for connection to the mailbox in *Kerio MailServer*.

#### Domain

Use the *Domain* textfield to enter the name of the email domain (if you are not sure about this part, contact your administrator).

Save the settings.

7. In the *Profiles* menu, select *Sync content*. On this tab, set folders to be synchronized (see figure 4.63). The tab also allows selection of preferred store for possible collisions. Collisions might occur when some folders to be synchronized have been changed both on the server and on the device since the last synchronization. In

accordance with the settings, either the changes performed on the server will beat and overwrite the changes in performed on the device (the *Server wins* option) or the other way round (the *Phone wins* option) within the *ActiveSync*. By default, the server beats the device. It is recommended to keep these settings.

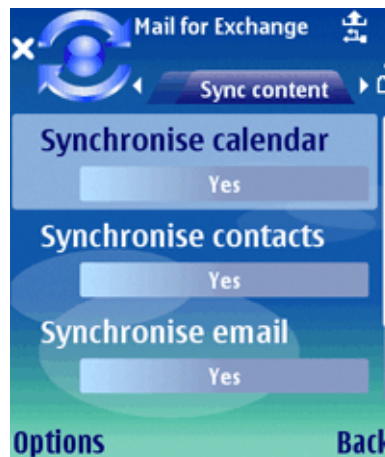


Figure 4.63 The Sync content dialog

8. In the *Profiles* menu, select *Sync schedule*. On this tab it is possible to schedule automatic synchronization (see figure 4.64):

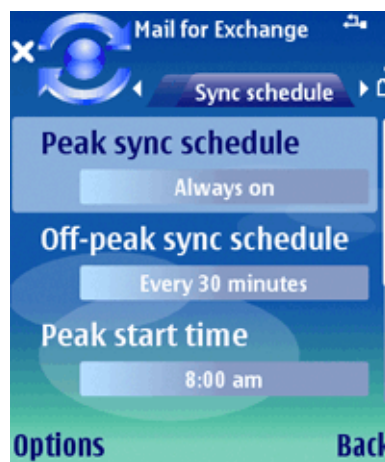


Figure 4.64 The Sync Schedule dialog

### Peak sync schedule

Sets the synchronization interval for peak time (the time when you need as fresh information as possible, usually this time includes the working hours).



**Off-peak sync schedule**

Sets the synchronization interval for off-peak time (usually at night).

**Peak start time**

Setting of the peak time start.

**Peak end time**

Setting of the peak time end.

**Peak days**

Setting of peak days (all working days are set by default).

9. Return to the *Profiles* menu and select the *Calendar* option. On this tab it is possible to set parameters of automatic synchronization (see figure 4.65):

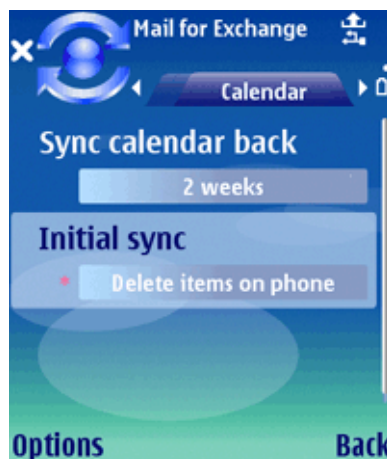


Figure 4.65 The Calendar dialog

**Sync calendar back**

All upcoming events are included in the synchronization. However, to shorten the time needed for synchronization, it is possible to set the maximum age of events to be synchronized (it is not necessary to synchronize old data where the information will not be needed any longer).

By default, data up to two weeks old is synchronized. If you need to synchronize also older data, change the settings. In such a case, bear in mind that at least the first synchronization may take longer.

**Initial sync**

Before the first synchronization of the server with the device, it is necessary to remove one of the stores to avoid collisions. The *Initial sync* option specifies whether data on the server (*Keep items on phone*) or on the device (*Delete items on phone*) will be removed during the first synchronization.

10. In the *Profiles* menu, select the *Contacts* option. This tab allows setting of solution for possible initial collision (see figure 4.66). Before the first synchronization of the server with the device, it is necessary to remove one of the stores to avoid collisions. The *Initial sync* option specifies whether data on the server (*Keep items on phone*) or on the device (*Delete items on phone*) will be removed during the first synchronization.

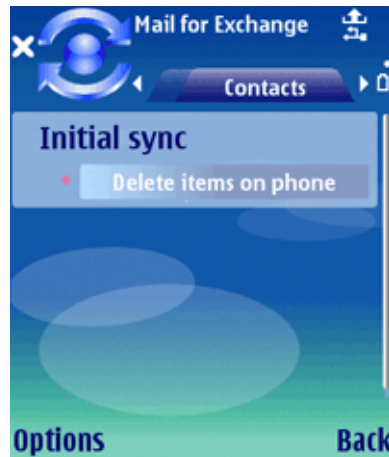


Figure 4.66 The Contacts dialog

11. In the *Profiles* menu, select the *Email* option. On this tab, it is possible to set parameters of synchronization of email folders (see figure 4.67):



Figure 4.67 The Email dialog

**Email address**

The option requires entering of the email address.

**Show new mail pop-up**

Enables/disables new mail notifications.

**Use signature**

Allows adding of a footer to email messages.

**Signature**

Footer definition.

**When sending mail**

Setting of time when email is sent (immediately or during the upcoming synchronization).

**Sync messages back**

All unread messages are included in the synchronization. However, to shorten the time needed for synchronization, it is possible to set the maximum age of messages to be synchronized (it is not necessary to synchronize old data where the information will not be needed any longer).

By default, synchronization is set to messages up to three days old. If you need to synchronize also older data, change the settings. In such a case, bear in mind that at least the first synchronization may take longer.

## 4.9 RoadSync

*Kerio MailServer* supports the *RoadSync 2.0* application developed by *DataViz*. *RoadSync* enables synchronization between *Kerio MailServer* and mobile devices.

*RoadSync* supports synchronization of the following folder types:

- Email,
- Calendar,
- Contacts,

The *RoadSync* application can be installed on the following mobile devices:

- Symbian UIQ,
- Symbian S80,
- Symbian S60 3rd Edition,

- Palm OS (synchronization is available for email only),
- Java MIDP 2.0 (synchronization is available for email only),

For details on *RoadSync* and supported devices, see the *DataViz* website at <http://www.dataviz.com/>.

## Chapter 5

# Kerio Outlook Connector

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*Kerio Outlook Connector* is an extension to *MS Outlook*. It allows scheduling and sharing different types of data. Thanks to this module, *MS Outlook* is able to work with groupware data (contacts, calendar, tasks, notices) stored in *Kerio MailServer*. The main benefit of the shared data store is that the data is available via the Internet anywhere necessary. To access the data, you'll need just an Internet connection and a web browser (the *Kerio WebMail* interface) or *MS Outlook* with *Kerio Outlook Connector* or *MS Entourage*.

*Kerio MailServer* and *MS Outlook* communicate via MAPI. MAPI (Messaging Application Programming Interface) is a versatile interface for email transmission. It is a software interface that enables any MAPI client to communicate with any mailserver (*Microsoft Outlook* and *Kerio MailServer* in this case).

*Kerio Outlook Connector* also includes *Help* which can be triggered from the *MS Outlook*'s toolbar (*Help* → *Kerio Outlook Connector Help*).

### TIPS:

- If you intend to handle your email also offline, follow the instructions in chapter 6.4.
- *Kerio Outlook Connector* provides support for digital signatures. The function and settings for digital signatures are described in standard *MS Outlook* help.

Note: All settings relate to *MS Windows XP* and *MS Outlook 2003*. If you use a different version of *MS Outlook 2000* or *MS Outlook 2007*, the settings may differ (see chapter 5.12.2).

## 5.1 Software requirements

Installation of the *Kerio Outlook Connector* can be run under Windows 2000 Professional (version Service Pack 4), XP (version Service Pack 1 or Service Pack 2) and Windows Vista (Home, Business, Enterprise or Ultimate editions), MS Internet Explorer 6.0 and higher.

*Kerio Outlook Connector* supports the following email clients:

- MS Outlook 2000 + version Service Pack 3 (if the service pack version is not installed, *Kerio Outlook Connector* installation cannot be started)
- MS Outlook XP + version Service Pack 3 (the version of *MS Outlook XP* must have this format: 10.0.6515.xyz)

- MS Outlook 2003 + version Service Pack 2 (if the service pack version is not installed, *Kerio Outlook Connector* installation cannot be started).
- MS Outlook 2007

### 5.2 Installation

Installation of the *Kerio Outlook Connector* for *Kerio MailServer* is performed by the installation wizard. Once the *Kerio Outlook Connector* installation is completed, it is necessary to set a profile and an email account manually.

*Warning:*

1. *MS Outlook* must be installed on the computer prior to the *Kerio Outlook Connector* installation, otherwise the application will not function properly.
2. When the upgrade or downgrade of *MS Outlook* is performed, *Kerio Outlook Connector* must be reinstalled manually.

#### 5.2.1 Creating a new profile and Kerio account settings

The user profile is a file where personal information in *MS Outlook* is stored. Profiles are applied especially under the following conditions. either the computer is accessed by multiple users and each of them needs his/her own email address and personal settings or a user can access multiple mailboxes and wants to use different personal settings for each of them. Settings for a new profile can be configured in the *Start* → *Settings* → *Control Panel* → *Mail* menu:

1. In the just opened *Mail Setup — Outlook* dialog, click on *Show Profiles* (see figure 5.1)
2. The *Mail* dialog is opened (see figure 5.2) where profiles and user accounts may be administered.

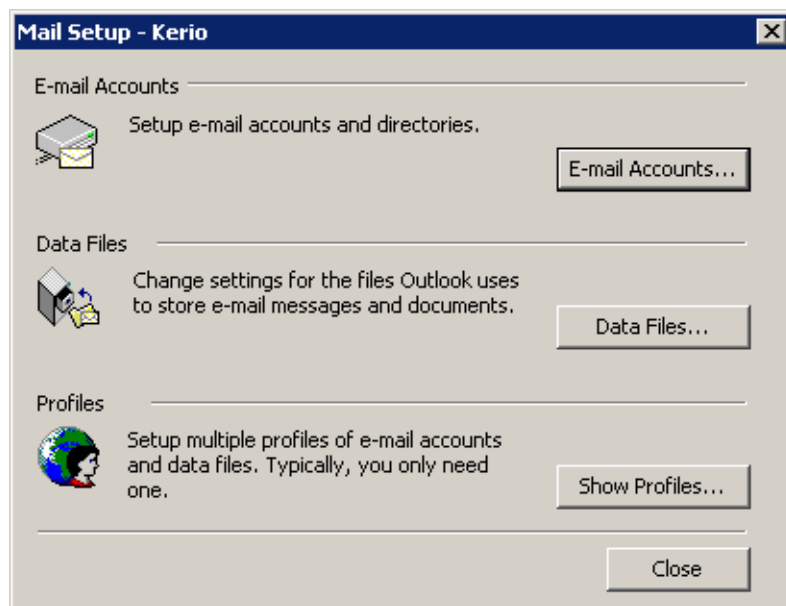


Figure 5.1 Profile setup

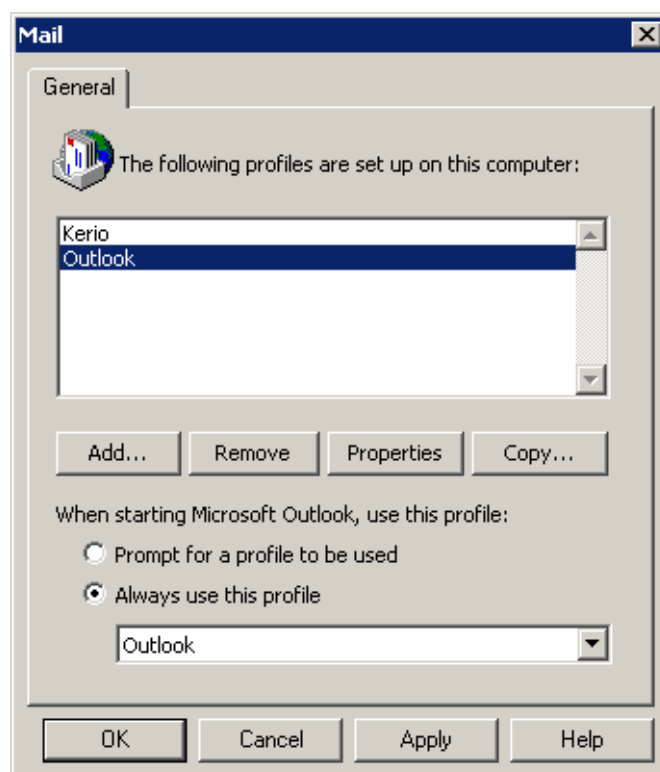


Figure 5.2 Creation of a profile

3. Click on *Add*. A dialog box is opened with a blank entry for specification of the new

profile's name. Any string is allowed as the name. At figure 5.3, the name entered is Kerio. Click *OK* to confirm settings and save the profile.

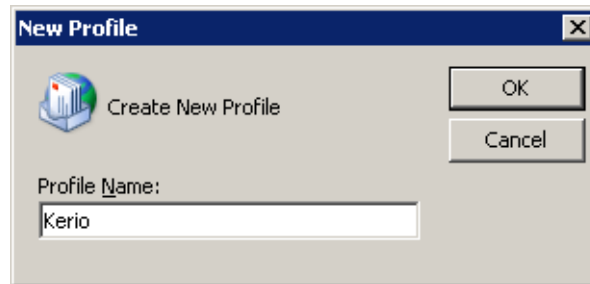


Figure 5.3 New profile

4. The new profile is empty (i.e. no email account is created in it). Therefore, the wizard where a new account can be created is started automatically once a new profile is created.

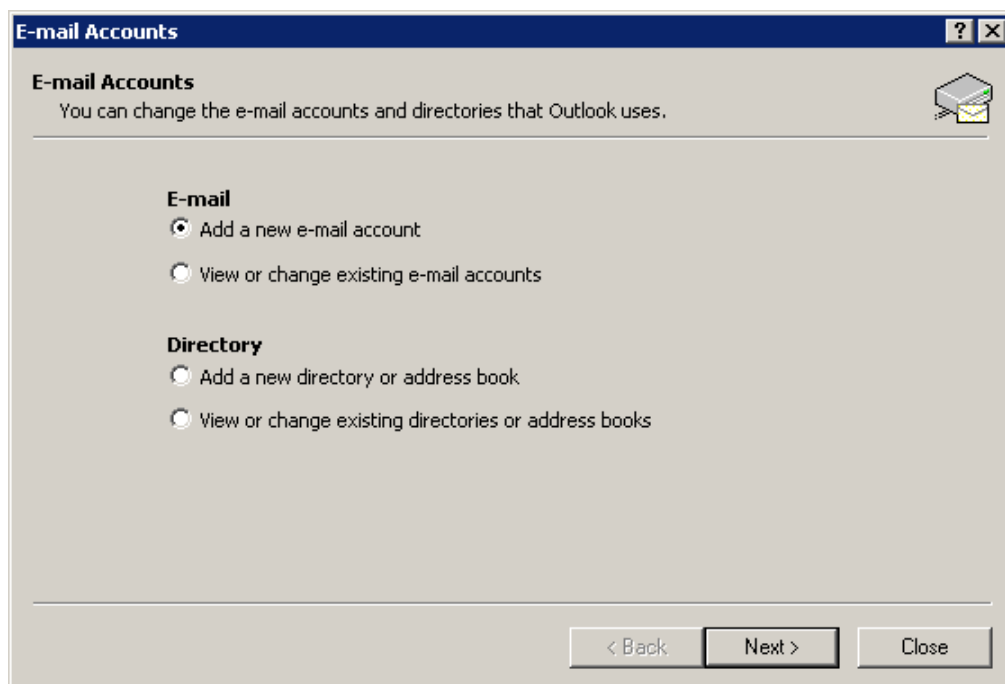


Figure 5.4 Account settings — creation of new account



Email accounts or an address book can be added or changed in the first dialog of the wizard. Once you create an account, select — *Add a new email account* (see figure 5.4).

5. In dialog two, select the *Additional server types* option (see figure 5.5) and click on *Next*.

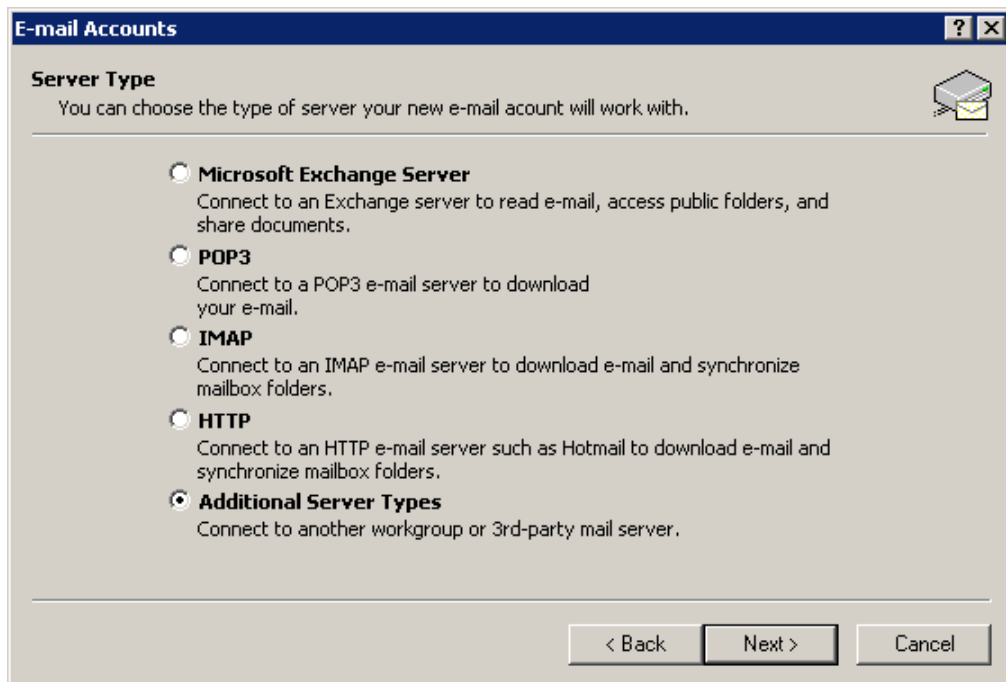


Figure 5.5 Account settings — server type selection

6. In the next dialog, server type can be selected (see figure 5.6). Select the *Kerio MailServer* option (it is often the only option offered here).
7. In the next step, a window with three tabs allowing configuration of the *Kerio Outlook Connector* is opened (see figure 5.7):

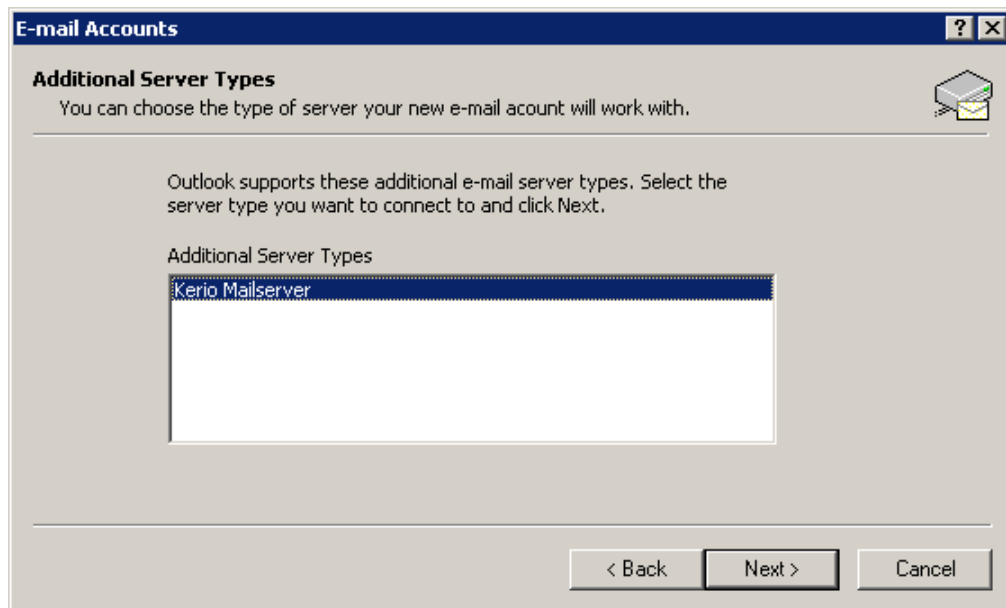


Figure 5.6 Account settings — Kerio MailServer selection



Figure 5.7 Account settings — connection settings

### Server Name

DNS name or IP address of the MailServer.

### Secure Password Authentication

This option allows using the NTLM authentication. When checked, users are not required to set usernames and passwords — the authentication will be used instead.

In order for the NTLM authentication to be functional, both the computer as well as the user account have to be parts of the domain used for authentication.

*Warning:* NTLM (SPA) can be used only on *Windows* operating systems.

### Username

Username used for logging to the MailServer. If the user does not belong to the primary domain, a complete email address is required (jwayne@company.com).

### Password

User password.

Press the *Check connection* button to test if correct user data has been specified and if the connection to *Kerio MailServer* works properly. If the test is finished successfully, a corresponding *User Name* and *Email Address* are automatically filled in.

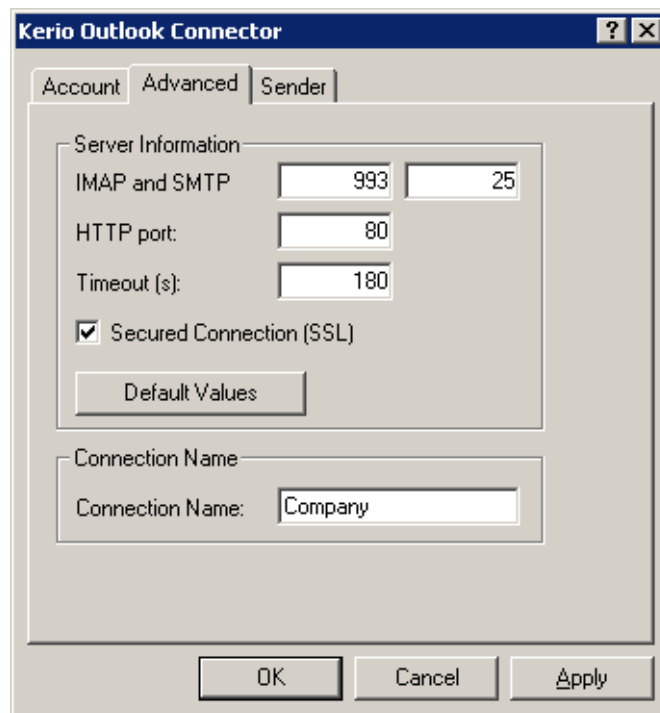


Figure 5.8 Account settings — ports

Use the *Advanced Settings* tab to change some of the communication settings.

### IMAP and SMTP port

Port used for communication with the server by IMAP and SMTP protocols. The port numbers must be the same as the port numbers set in *Kerio MailServer*.

### HTTP port

The HTTP(S) protocol uses the *Free/Busy* calendar and applications for automatic updates of *Kerio Outlook Connector*. Port number must be identical with the port number for the HTTP(S) service used by *Kerio MailServer*.

If you want to use SSL-secured HTTP protocol, it is necessary to install a trustworthy certificate on the client station (details on its installation are provided in chapter 5.9.1).

### Timeout

Time spent by the application waiting for a response from *Kerio MailServer*.

### Secured Connection (SSL)

This option enables the SSL-encrypted communication using IMAP, SMTP and HTTP.

*Warning:* The settings of this option apply generally to all protocols. It is not possible to enable encryption for separate ones.

The *Default Values* button changes all settings to their default values.

### Connection name

*Kerio Outlook Connector Store* is used by default. This name can be changed.

Name and its visibility, email address and a *Reply-To* address can be set in the *Name* tab.

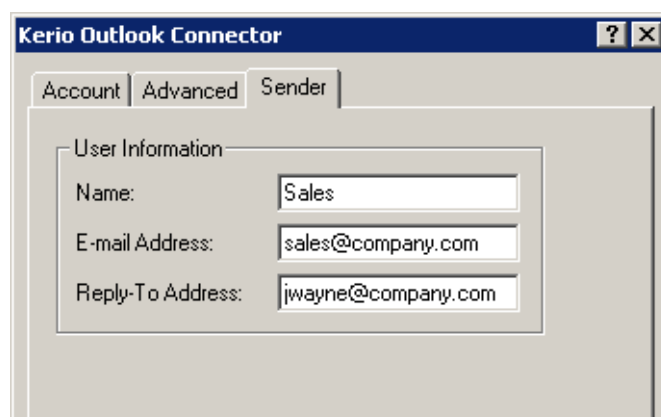


Figure 5.9 Account settings — sender information settings

**Name**

The name that appears in sent email messages.

**Email Address**

The email address from which the messages are sent.

**Address for replies**

Address to which replies will be sent (the Reply-To: item).

*Note:* If 2000 is used, changes performed on the *Sender* tab will take effect after a restart of the application.

8. Click *OK* to confirm and save the settings and to close the wizard. The profile created can be found in the list provided on the *Mail* page. Now, two options of profile modes are available (see figure 5.2):

- *Always use this profile* — this option sets the new profile as default. Then, the profile including the new account is opened automatically upon each startup of *MS Outlook*.
- *Prompt for a profile to be used* — if this option is used, a menu is opened providing a list of all profiles (see figure 5.10). Upon each startup of *MS Outlook*, one of these profiles can be selected.

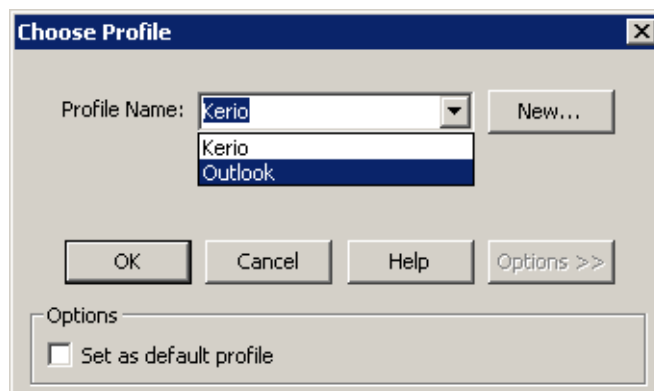


Figure 5.10 Choose Profile

*Warning:* Each *MS Outlook* profile may be used only by one account connected via *Kerio Outlook Connector*. Functionality of POP3 and IMAP accounts located in the same profile is not affected by *Kerio Outlook Connector Store*.

*Note:* If you use *MS Outlook 2000*, make sure that you add *Kerio MailServer* a *Outlook Address Book* items during configuration. In higher versions of *MS Outlook*, *Outlook Address Book* is added automatically.

### 5.2.2 Data file settings

In order for *Kerio Outlook Connector* to work properly, it is necessary to set the *Kerio* file as the default data file. If the file has not been selected automatically before, it can be specified in the *Tools* → *Email Accounts* → *View or Change Existing Email Accounts* menu. The *Email Accounts* window contains the *Deliver new email to the following location* option, where *Kerio* can be selected.

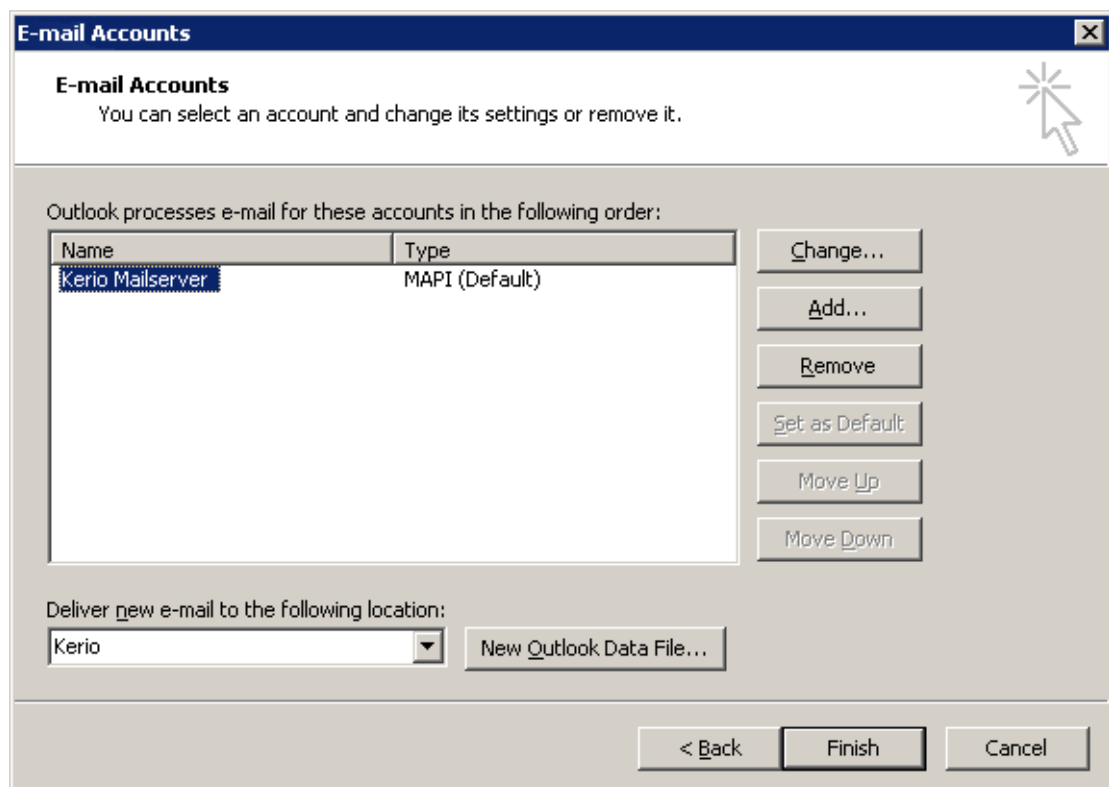


Figure 5.11 Data file settings

*Kerio Outlook Connector* can also check whether the *Kerio* is selected as a default message store. By default, the check is enabled and if the *Kerio* is not selected as a default store when *MS Outlook* is started, a warning is displayed.

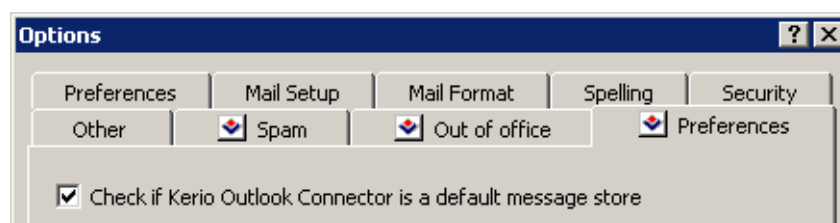


Figure 5.12 The store checking option

This option can be enabled/disabled in the *Tools* → *Options* → *Preferences* menu (see figure 5.12).

### 5.3 Upgrade of the Kerio Outlook Connector

Upgrades of *Kerio Outlook Connector* are performed automatically. If a new version of *Kerio Outlook Connector* is available, the module is updated immediately upon the startup of *MS Outlook*.

*Warning:* When the update is completed, *MS Outlook* is restarted automatically.

The update process and the restart takes up to two minutes.

The automatic update includes check of versions of *Kerio MailServer* and the *Kerio Outlook Connector*. If versions of the server and the client do not match, the user is informed that a different version of *Kerio MailServer* is installed on the server and that the client should be updated (see figure 5.13). Upon confirmation by the YES button, the version is upgraded/updated immediately (or downgraded).

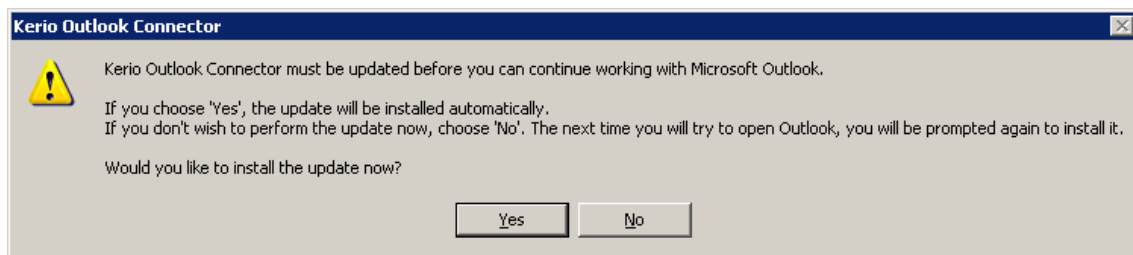


Figure 5.13 Version collision notification

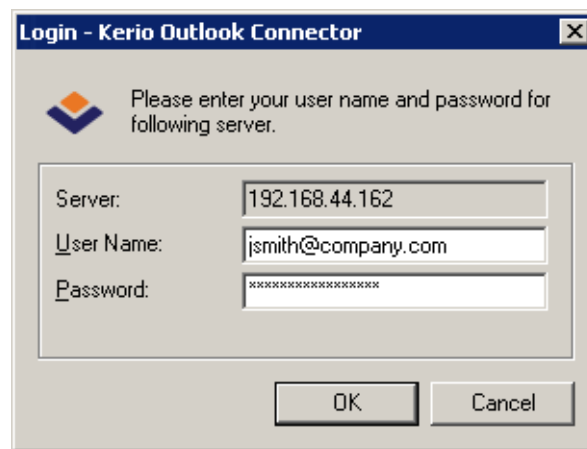
*Note:* If the server and client differ only in their build numbers (numbers in the notification are the same), the client will work even if the update is rejected. If, however, version numbers are different (for example 6.4.0 versus 6.4.1), *Kerio Outlook Connector* cannot be started unless updated.

### 5.4 Changing of user password

Network administrator can change user passwords to email account on the particular server. In such a case, it is necessary to change the particular password also in *MS Outlook*.

The password can be changed directly in the account settings (click *Tools* → *Email accounts* → *View / change the email accounts*).

The password can be also changed in the *Login* dialog that is displayed in case the *Outlook* application fails to log in with the existing login and password (see figure 5.14).



**Figure 5.14** Login dialog

The dialog contains the following items:

**Server**

DNS name or IP address of the computer that the user is logging to.

**Username**

Username including domain.

**Password**

A textbox for the new password.

The change once committed is also applied to the account settings.

*Note:* The settings described relate to cases where password is changed by the network administrator. Users can change their passwords in *Kerio WebMail* (detailed information on how to change password can be found in chapter 1.11.3).

## 5.5 Shared and public folders

### 5.5.1 Sharing and mapping of folders

*Kerio MailServer* enables creating of shared folders and their mapping. A shared folder is any folder of any user who has decided to share it with other users (or groups of users) and grant specific rights to them. In this case, mapping is subscription of shared folders by users with appropriate rights.

Here is an example for better understanding of the issue:

There are two invoice clerks in a company. Both accept orders by email, so they use special email folders for these orders. If any of them goes for vacations or has to stay at home for any reasons, the other one needs to access her order folders.



The clerks both need rights to access the work folders of each other. This can be enabled by sharing of the folders. They simply select folders to share and set access rights for the other user (the other clerk).

If the user rights are set correctly, we can start the mapping. Mapping is always performed by the user with whom the particular folder was shared. The user simply opens a corresponding dialog in *MS Outlook* where she specifies her name. The shared folder then appears in the user's folder tree.

It only depends on the access rights assigned to the folder. Mapped folders can be available:

- for reading only,
- for reading and writing,
- for administration purposes.

### Folder Sharing

In *MS Outlook* with the *Kerio Outlook Connector*, folders can be shared in *Properties* dialog window of the particular folder. To open the *Properties* window, right-click on a corresponding folder. This opens the context menu, where the *Properties* option is included. In the dialog, use the *Sharing and Security* tab to set sharing preferences.

The *Sharing and Security* tab allows users to share a particular folder with other users and set their user rights.

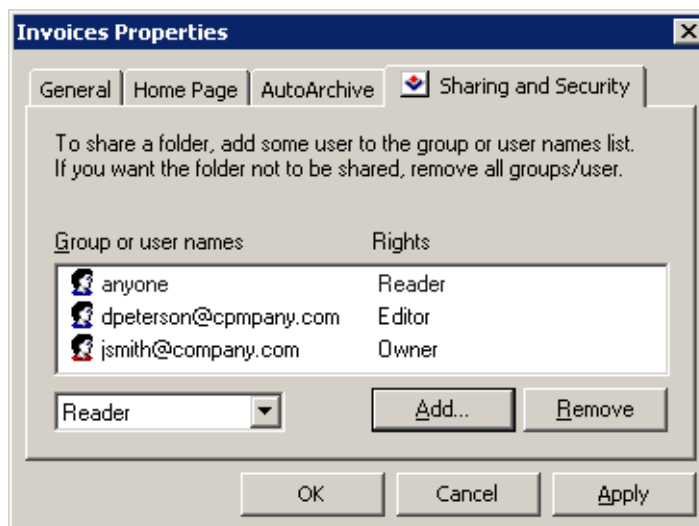


Figure 5.15 Folder Sharing

The *Add* button opens a window where a user or a group of users for sharing can be added. To select a user from the address book, click the *Address Book* button.

Click *Remove* to remove an individual user or a group of users and disable sharing.

Permissions for a specific user can be set in the menu under the user list:

- *Admin* — users with this level of rights can share a specific folder with other users. and remove items in the group or the group itself. This user is not allowed only to remove access rights for the user who created the group.
- *Editor* — the user can edit items in the folder (add and remove items, etc.).
- *Reader* — the user is allowed only to read the folder's items. No editing is allowed.

When setting the access rights, the special *anyone* or *authuser* user accounts can be used. This way, the access rights can be granted to all (or logged) users.

### Shared folder mapping

Folder mapping is used for connecting the shared folders of other users. Use the *Options* dialog of the root folder to map the selected folder (right-click the *Kerio* root folder and select *Properties for Kerio*).

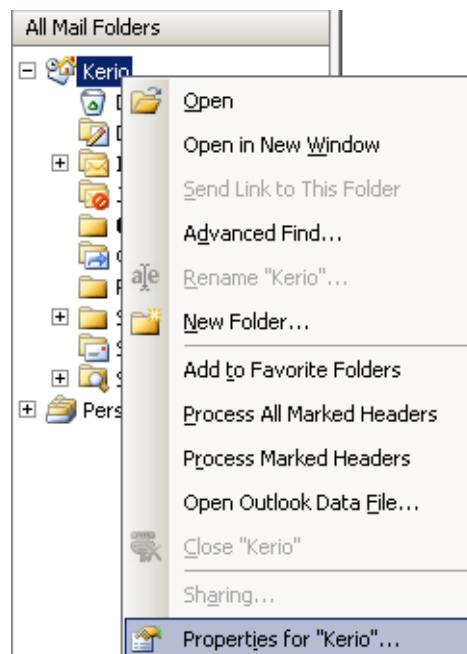


Figure 5.16 Context menu of the root folder

Use the *Folder mapping* tab to connect shared folders of a selected user. In the *Mapping name* textbox, the email address of the folder's owner is specified as *~owner@company.com*. If one or more folders are shared by the owner, these folders will be displayed in the *Folder* menu. To confirm the connection, click the *Add* button next to the list of folders. If the folder was connected properly, it appears in the list of mapped folders in lower part of the window. From here, the folders can be removed using the *Remove* button.

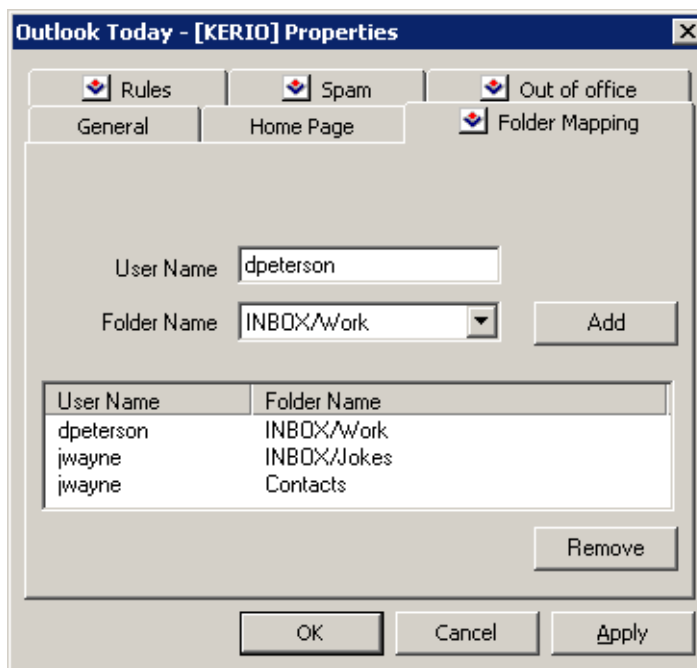


Figure 5.17 Folder mapping

Public folders are mapped to all users automatically.

### 5.5.2 Public and archive folders

#### *Public folders*

Public folders can be created only by users with appropriate access rights. By default, these rights are assigned to the admin of the *Kerio MailServer's* primary domain. Admin is allowed to grant administrator rights to other users.

To create a public folder, simply right-click the *Public folders* folder and select *New folder* in the pop-up menu. Specify the folder name and type in the corresponding fields of the dialog box that appears.

It is also necessary to set the user rights for all users that will access the public folder. The rights are added the same way as in case of sharing.

Public folders will be shared automatically with all selected users as subfolders of *Public folders*.

### Archive folders

These folders are available to users with corresponding rights only. By default, only the admin of the primary domain is allowed to access the folders (the first account created in the configuration wizard during the installation of *Kerio MailServer*).

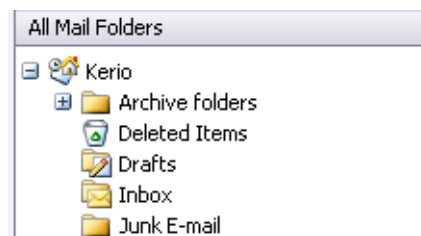


Figure 5.18 Archive folders

Archive folders can also be made available for other users. The sharing process is the same as for other folders (for description, refer to chapter 5.5.1). However, since messages of all users are archived, only a tiny group of confidential persons (in the best case only one administrator) should be allowed to access these folders.

## 5.6 Rules for incoming messages

Rules for sorting and filtering mail at the server can be defined using *Kerio Outlook Connector* (the same rules that can be defined in the *Kerio WebMail* interface ).

*Warning:* After installation of the *Kerio Outlook Connector*, it will not be possible to use the standard *MS Outlook*'s dialog for administration of rules for incoming mail and alerts *Rules and alerts* (under *Tools* → *Rules and alerts*).

Use the special dialog in the root folder options to create rules for incoming messages (right-click the *Kerio* root's → *Kerio Properties* folder).

Root folder options include several tabs. Open the *Rules* (see figure 5.19). The tab includes rules defined. You can enable or disable rules using appropriate matching fields. Mark any rule to view detailed information about this rule in the *Rule description* window.

Rules are tested from the top downwards. You can use the *Up* and *Down* buttons to move rules within the list.

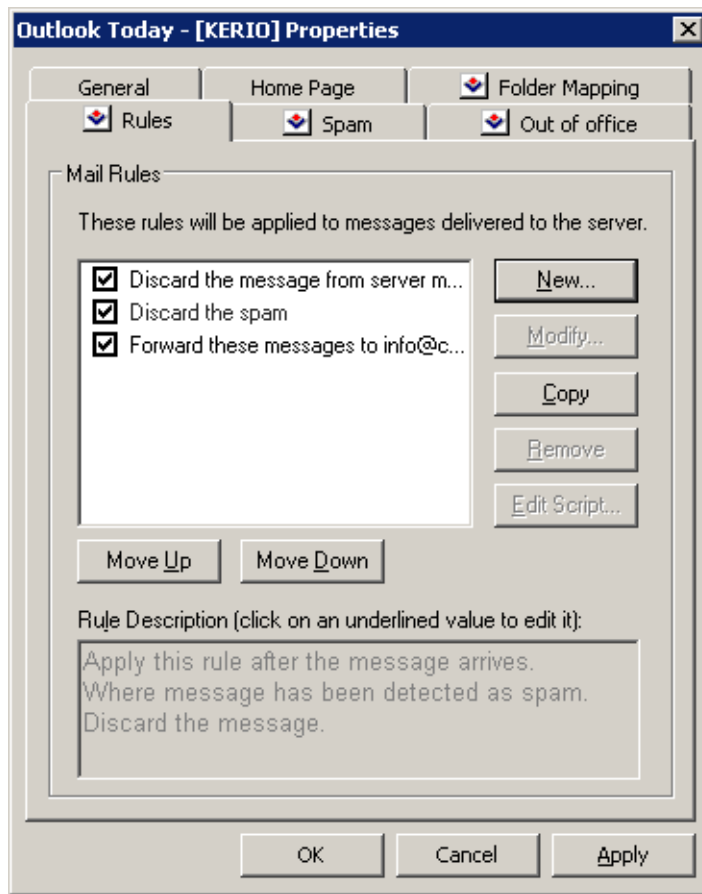


Figure 5.19 Rules for incoming messages

The following buttons and functions are available:

- *New* — creates a new rule (see below).
- *Modify* — edits selected rule (see below).
- *Copy* — copies an existing rule. This rule must be renamed. This function can be useful when you intend to create a new rule that differs only in a few parameters from the selected rule.
- *Remove* — removes the selected rule.
- *Edit* — edits the rule source using the *Sieve* code (encoding used for sorting rules descriptions). We recommend you not to use this function unless you are experienced in the *Sieve* code.

The *Rules* tab may include two predefined rules which cannot be edited as described below. These rules are the *Spam* and *Out of office* rules.

The *Spam* rule moves any messages recognized by the server as spam to the *Spam* folder. If this rule is existing, it was created by the *Kerio MailServer* administrator while creating the user account. To set this rule, go to the *Tools → Options → Spam* menu. To learn more on this rule and related spam topics, refer to chapter 5.7.1.

The *Out of office* rule provides automatic answers to email messages where the recipients are absent to do it by themselves. This rule can be set in *Tools → Options → Out of office*. For details on this topic, see chapter 5.6.2.

### 5.6.1 Creating or changing a rule

Use the *New* or the *Modify* button to open the *Rule Editor* dialog which includes the following sections:

**Rule Editor** [?] [X]

Select your Conditions and Actions first, then specify the values in the Description.

1. Select the Conditions for your rule:

- ☐ Where the recipient (To or Cc) line contains address
- ☒ Where the From line contains address
- ☐ Where the To line contains address
- ☐ Where the Cc line contains address

2. Select the Actions for your rule:

- ☐ Reject message (return to sender)
- ☐ Keep in INBOX
- ☒ Discard the message
- ☐ Send notification

3. Rule Description (click on an underlined value to edit it):

Apply this rule after the message arrives.  
Where the From line contains 'spam.cz'  
Discard the message

4. Name of the rule:

Discard the message from server spam.cz

OK Cancel

Figure 5.20 Rule Editor

1. *Select the conditions for your rule* — conditions that must be kept so as the email administration meets this rule. One or more conditions from this list can be selected:

**Where the recipient (To or Cc) line contains address**

The To or the Cc (Copy To) entry includes defined string.

**Where the From line contains address**

The From entry contains the string.

**Where the To line contains address**

The To entry contains the string.

**Where the Cc line contains address**

The Cc (Copy To) entry contains the string.

**Where the Sender line contains address**

The Sender entry includes the string. This entry is often contained in messages sent automatically (mailing lists, etc.) where it stands for the From entry.

**Where the Subject contains specific words**

The Subject entry contains defined string(s).

*Kerio MailServer* spam filter can be set so that the Subject entry will include results of antispam tests (the value is represented by asterisks). Using this feature spam may be filtered easily. Simply insert the number of asterisks that will specify the rule. Messages that match this rule will accept this specification.

**Where the message has an attachment**

At least one attachment must be appended to the message.

**Where the message size is more than size**

The message size exceeds the specified value. To specify the size you can select from the following units: bytes (*B*), kilobytes (*KB*) and megabytes (*MB*).

**Where the message was detected as a spam**

Spam are undesirable messages sent to users. You can use the *Kerio MailServer* antispam filter to protect your users from such messages. This filter uses special header items which include message evaluation and information about applied antispam testing.

**For all messages**

This rule is valid for all incoming messages.

2. *Select the Actions for your rule* — select an action that will be taken for messages matching with condition in section 1

**Move the message to a specified folder**

Move the message to the selected folder (you can choose a folder from a list). You can also specify shared or public folders in one of the following forms:

~user/shared\_folder or #public/public\_folder if the appropriate user has write rights for this folder.

*Warning:* If a folder is renamed that a rule is created for, name of the folder in the rule is not changed. Therefore, it is necessary to do this manually.

### **Forward the message to an address**

Forward to a specified address. In this case no other actions are performed.

### **Reject message (return to sender)**

The message will not be stored in a local mailbox and the user will never be informed about it.

### **Keep in Inbox**

This action must be combined with another (i.e. with *Move*, *Forward*, *Reject*, etc.). It cannot be combined with the *Discard the message* action.

### **Discard the message**

The message will not be stored in any local folder. This action cannot be combined with the *Keep in INBOX* action.

### **Send notification**

Sends notification (i.e. a short text message) to a specified address, typically to a cellular phone. It is necessary to define even cellular phones by email addresses, for example john.blueday@t-mobile.com.

The following macros can be used in the message text:

- \$from\$ — the notification will show the message sender or the address contained in the *From* field.
- \$from-name\$ — the notification will show the name of the message sender.
- \$subject\$ — the notification will show the message subject.
- \$text\$ — the notification will show the message text. Only the first 128 characters will be displayed. To reduce the number of displayed characters, edit the macro as follows: \$text[50]\$ (the number in brackets represents the maximum number of characters displayed in the notification).

### **Send autoreply**

The automatic reply with a specified text. The automatic reply will be sent to each sender's address only once a week (so that the automatic reply does not create a loop in case there is an automatic reply set at the other end).

### **Stop processing more rules**

If the message complies with this rule, no more rules will be processed. Using this function a user can create more complex rule systems for individual condition types. Rules are tested rule by rule from the top downwards.



*Note:* Notifications and autoreplies are protected against looping. This means that the system does not send a notification in reply to received notification or automatic replies. The detection of notification or automatic replies is performed using special items in the message header. Only notifications and automatic replies generated by *Kerio MailServer* are detected.

3. *Rule description* — description of the rule function (it is generated automatically according to the rule definition). Highlighted entries are interactive — click them to set other parameters.

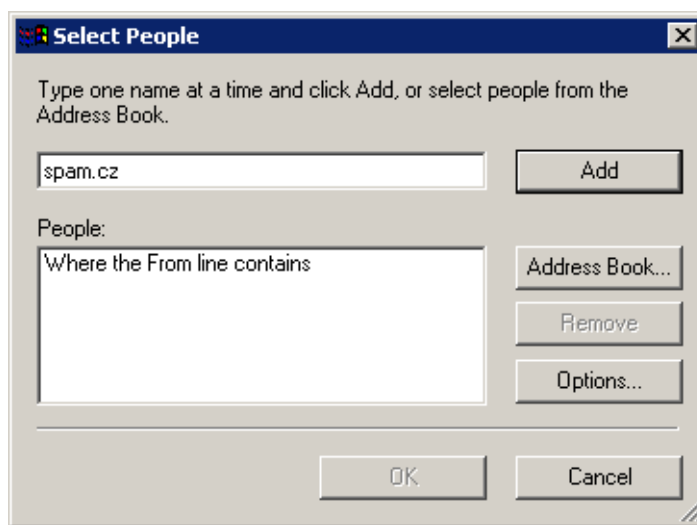


Figure 5.21 Select People

Click on the *Options* button to open the *Rule Condition Options* dialog — see above.

**is**

The entry must exactly match with the specification.

**is not**

The entry must not match with the specification.

**contains**

The entry must contain the (sub)string.

**does not contain**

The entry must not contain the specified (sub)string.

**matches**

The entry must match the expression (the expression can contain the ? and \* wildcards that can represent one or more characters).

### does not match

The entry must not match the expression.

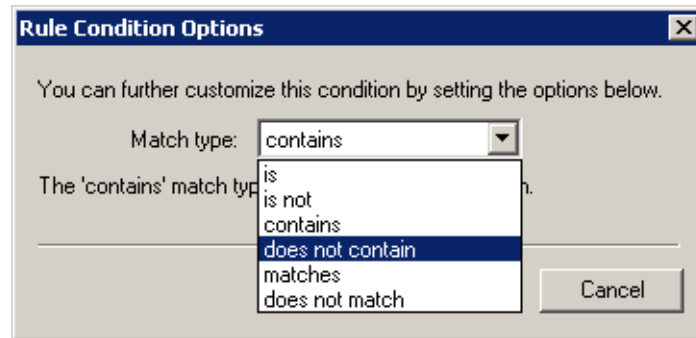


Figure 5.22 Rule Condition Options

*Note:* If more than one condition is defined, an appropriate logical operator must be used (*and* — both conditions must be met, *or* — at least one of the conditions must be met).

*Example:* You intend to create a rule that would drop all messages incoming from the *spam.com* domain which often sends undesirable messages (spam).

1. Select the *Where the line From contains* condition in the first dialog section.
2. Select the *Discard the message* option in the second section.
3. Select the *contains* option in the third section and specify the domain name (*spam.com*).
4. Enter a name for the rule (i.e. *Drop all messages from the spam.com domain*).

### 5.6.2 Out of office

A special rule for automatic replies can be set on the *Out Of Office* tab in *Tools → Options*. This rule can be used when a user is not available in the office for a certain time. Enable the rule and specify the message that will be used as an automatic reply.

*Warning:* Before enabling the *Out of office* rule, it is recommended to enable also the *Spam* rule to make sure that automatic replies are not sent to spammers. If the *Spam* rule is not enabled, your address will be exposed to spammers who try to send their spam messages to randomly generated addresses and later use those addresses from which they get an answer (so that they are sure the address exists and start to send even larger volumes of spam messages to it).

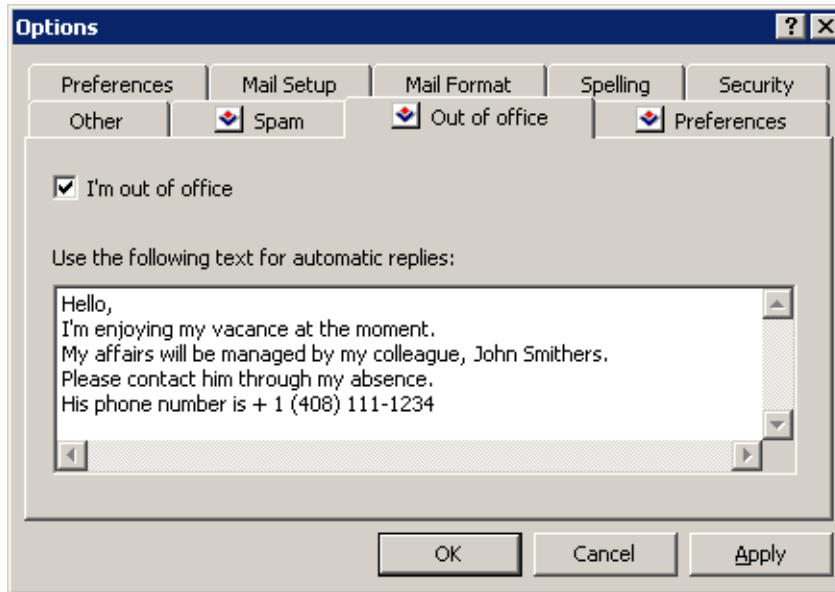


Figure 5.23 The Out of office tab

*Note:* The *I'm out of office* rule beats the rules for incoming messages (see chapter 5.6.1). If the filter includes a rule which sends automatic replies, the action set in this rule will not be taken.

The *I'm out of office* rule consists of the following items:

- **Condition:** The rule will apply to all incoming messages except email sent from mailing lists. The automatic answer is not sent where answering to another automatic email (this should prevent users from email loops).
- **Action:** The text entered will be sent to each sender's address included in an incoming message once a seven days.

If the rule is enabled (i.e. the *I'm out of office* option is on), a question whether the automatic replies would be on or off is issued (see figure 5.24) upon each startup of *MS Outlook*. In this case it is supposed that once you run *MS Outlook*, you are not out of office any more and you are now able to reply to your email. This feature also ensures that you do not forget to turn the rule off once returned to the office.

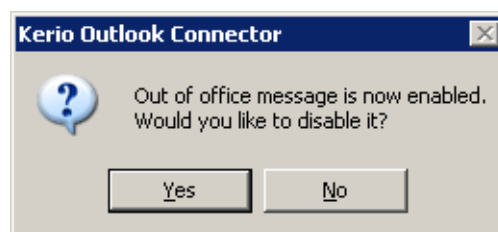


Figure 5.24 Possible cancellation of the Out of office rule

### 5.7 Spam filter

*Kerio MailServer* contains the *SpamAssassin* antispam filter. *SpamAssassin* is based on content analysis (spam messages usually contain specific attributes that can be searched for and evaluated by the filter). Each message is assigned a numeric score; if this value exceeds the limit set in *Kerio MailServer*, the message is marked as spam.

The spam filter may let some spam messages through from time to time by mistake (their score is low) and mark some regular messages as spam (their score is too high). For the reasons above, the antispam filter allows modification to the database used for recognition of spam messages. This method, however, requires user input. Users have to reassign the incorrectly evaluated messages to correct types (spam / non-spam) so that the filter learns to recognize them in the future.

*Kerio Outlook Connector* uses the *Spam* and *Not spam* buttons located in the toolbar to mark the messages correctly. Highlight the incorrectly marked message and click one of the buttons. The filter receives information regarding update of the database. This decreases chance for incorrect deliveries.

You can add the *Spam* and *Not spam* buttons to the toolbar in *Tools* → *Customize* menu or remove them. The *Toolbars* tab includes the *Kerio Outlook Connector* option. Simply select or unselect it by clicking to enable/disable the bar with the buttons.

The *Spam* button displays a warning message by default. To treat the message as spam and discard it, a confirmation is required. Use the *Tools* → *Options* menu on the *Spam* tab (see figure 5.25) to enable/disable displaying of the warning message.

**Warning:** If the *Spam/Not Spam* buttons are not available after installation or startup of *MS Outlook*, it is necessary to remove *Kerio Outlook Connector* from all forbidden items of *MS Outlook* (see chapter 5.12.1).

#### 5.7.1 The Spam tab

The *Spam* tab provides several tools to fight spam:

##### **Confirm marking mail message as spam**

This option enables/disables alert window displayed upon clicking on the *Spam* button which is available in the toolbar.

##### **Move spam to the Junk E-mail folder**

If this option is enabled, all email considered as spam will be delivered to the *Spam* folder automatically.

**Note:** The *Move spam to the Junk E-mail folder* rule beats rules for incoming mail (see chapter 5.6). If the filter includes any rule which in any way handles messages marked as spam, the action set in this rule is ignored.

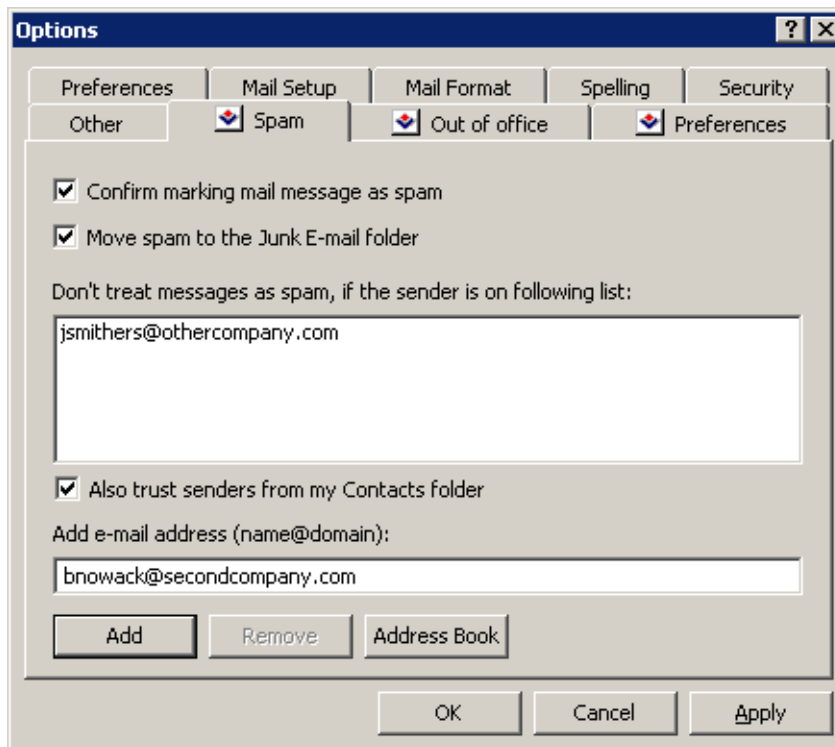


Figure 5.25 The Spam tab

This option also enables adding email addresses to the list of trustworthy users (see below).

#### Also trust senders from ...

So called *Spam whitelist*. In this list, senders that will automatically be considered as non-spammers can be added/removed.

A new email address can be added in the *Add e-mail address* entry. This address must be specified in the `username@domain` format.

#### Also trust senders from my Contacts folder

If this option is enabled, messages marked as spam which were sent from addresses included in the default contact folder are not moved to the *Spam* folder automatically.

This option supposes that email addresses in one's contact list are trustworthy. If this option is enabled, it is not necessary to include addresses saved in the default Contact folder in the whitelist.

### 5.8 Address books and contacts

#### 5.8.1 Searching in address books via the MAPI interface

*MS Outlook* extended by the *Kerio Outlook Connector* enables searching through the *MS Outlook Address Book* via the MAPI interface. *Outlook Address Book* is a special folder allowing search email addresses where addresses are filled in automatically. Addresses are filled in automatically for example when an address is being specified during a new mail composition. Simply enter initial characters of the first or second name string to the *To:*, *Cc:* or *Bcc:* entries to make the client search for matching items and fill the address in automatically. If multiple email addresses matching the string are found, a menu is opened where you can select from the options.

To avoid misunderstandings, the following terms must be explained:

- *Outlook Address Book* — a special folder where *MS Outlook* looks up email addresses (e.g. when addresses are filled in automatically or where email addresses are searched by first or second names).

Unlike a contact folder, the address book does not include additional information to first and second names and the corresponding email address. Address books are simple lists of possible recipients of email, meetings and delegated tasks.

- *Contacts* — the folder including user contacts. These folders can be private, public or it is possible to subscribe a shared folder. Each contact item includes first name, second name and additional info such as address, phone numbers, email addresses, dates of birth, etc. Address books do not include this information.

In *MS Outlook*, any contact folder can be added as a directory to *Outlook Address Books*. All contact items included in the subscribed contact folders will then be searched through when the function of automatic completion of email addresses is applied.

Once a contact folder is added, full names and an email addresses of all contacts included in the particular folder are added to the address book. Other information associated with contacts are not transferred to address books. It is not possible to search in contacts for example by date of birth or department.

*Warning:* The search criteria is first and second names in contacts (the *Full name* item). It is not possible to search by usernames or email addresses.

Connection of a folder as a directory does not influence the contact folder. The data is not changed or moved. Each contact folder can be used as before — it is possible to add, remove and contacts, etc. The only effect is that whenever a new contact is added, its first name and surname and email address will be added also to the address book.

By default, searches are performed in the *Outlook Address Book* directory. The *Outlook Address Books* administration can be found in the *Tools → E-mail accounts → View or change existing directories or address books* menu (see figure 5.26).

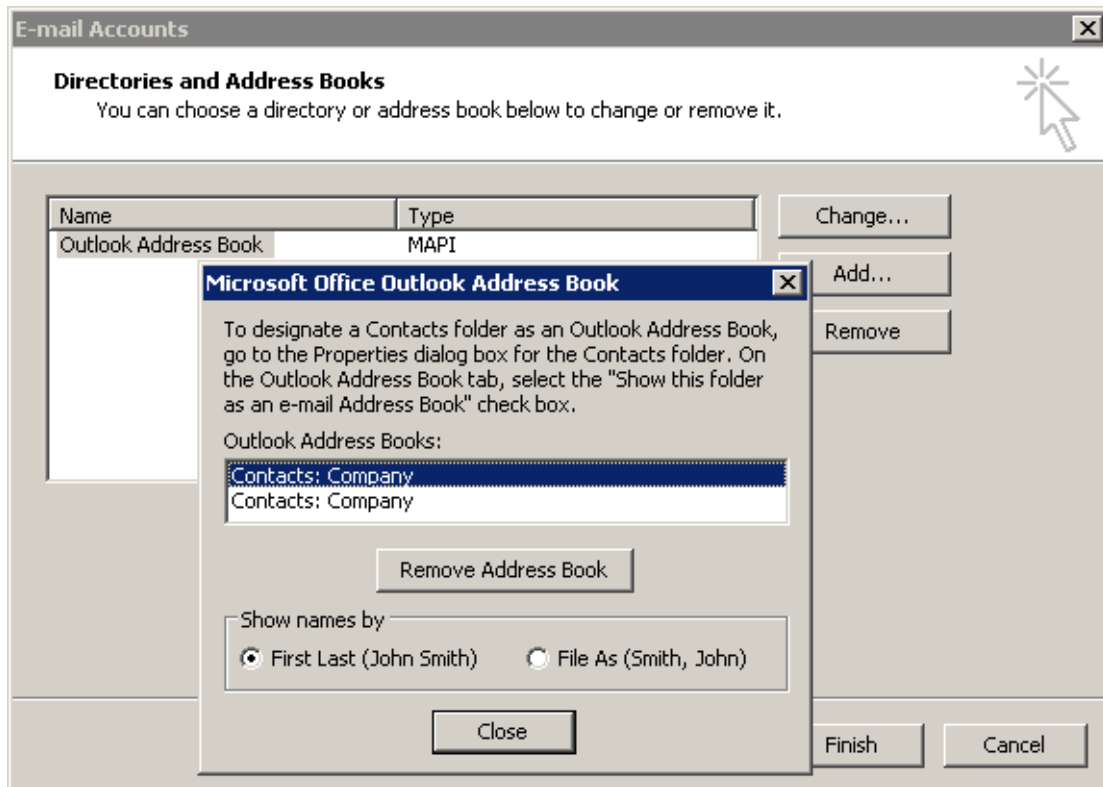


Figure 5.26 Directory management

It is possible to add to the *MS Outlook Address Book* any folders with contacts where lookup should be performed.

The following settings must be done for addition of a contact folder as a directory:

1. Right-click on the contact folder.
2. In the context menu, select *Properties...*
3. This opens a dialog where the contact folder properties can be edited. Open the *Outlook Address Book* tab (see figure 5.27).
4. Enable the *Show this folder as an e-mail Address Book* option.
5. Click OK to confirm settings.

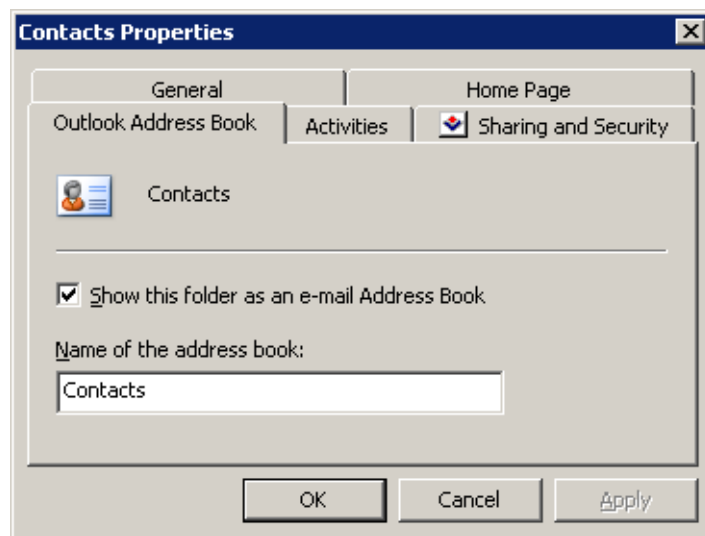


Figure 5.27 Show this folder as an e-mail Address Book

### 5.8.2 Searching contacts via the LDAP directory service

*MS Outlook* allows searching in contacts via the LDAP service. The LDAP directory service allows searching of user information (email addresses, above all), as well as automatic filling of addresses in email headers.

*Kerio MailServer* includes a proprietary built-in LDAP database which can also be used for this purpose. It is also possible to use any other LDAP database on other servers if available.

It is necessary to set properly the address book where contacts will be searched to allow *MS Outlook* use the LDAP service to access contacts stored in *Kerio MailServer*.

#### *Creating an LDAP directory*

LDAP directories can be added in the *Tools* → *Email accounts* menu:

1. This opens the wizard where email accounts and address books can be created (see figure 5.28). Select the *Add a new address book* option.  
Click on *Next*.
2. The next dialog provides two directory types. Select the *Internet Directory Service (LDAP)* option (see figure 5.29).



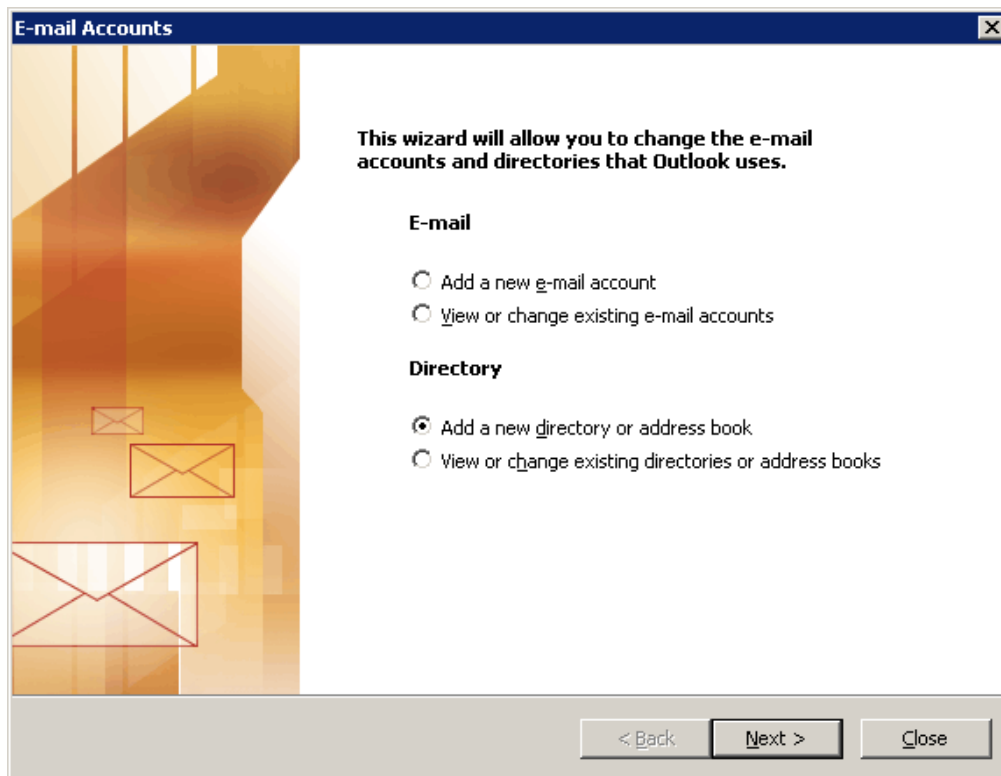


Figure 5.28 A new account/directory dialog box — add a new directory

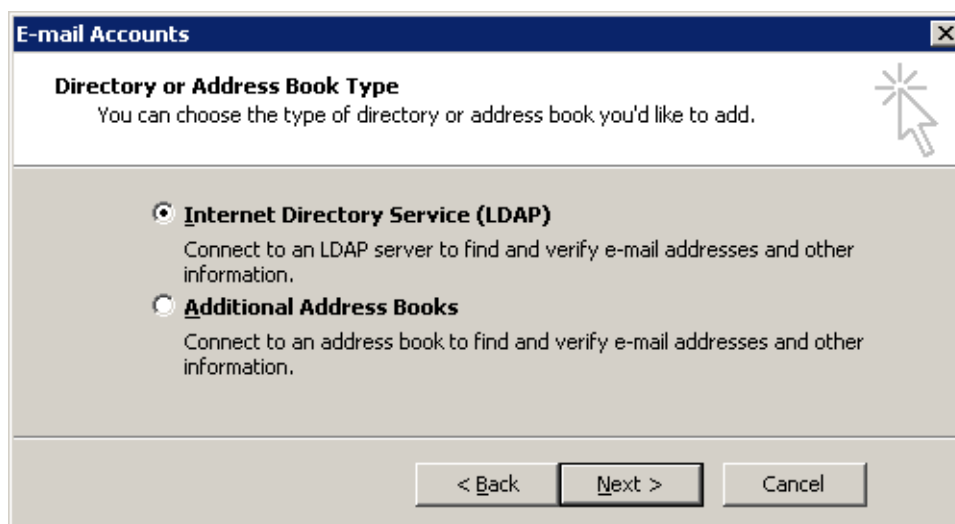


Figure 5.29 A new account/directory dialog box — directory type selection

Click on *Next*.

3. The third dialog allows specification of basic data which can be used for connection to a corresponding LDAP database (see figure 5.30):

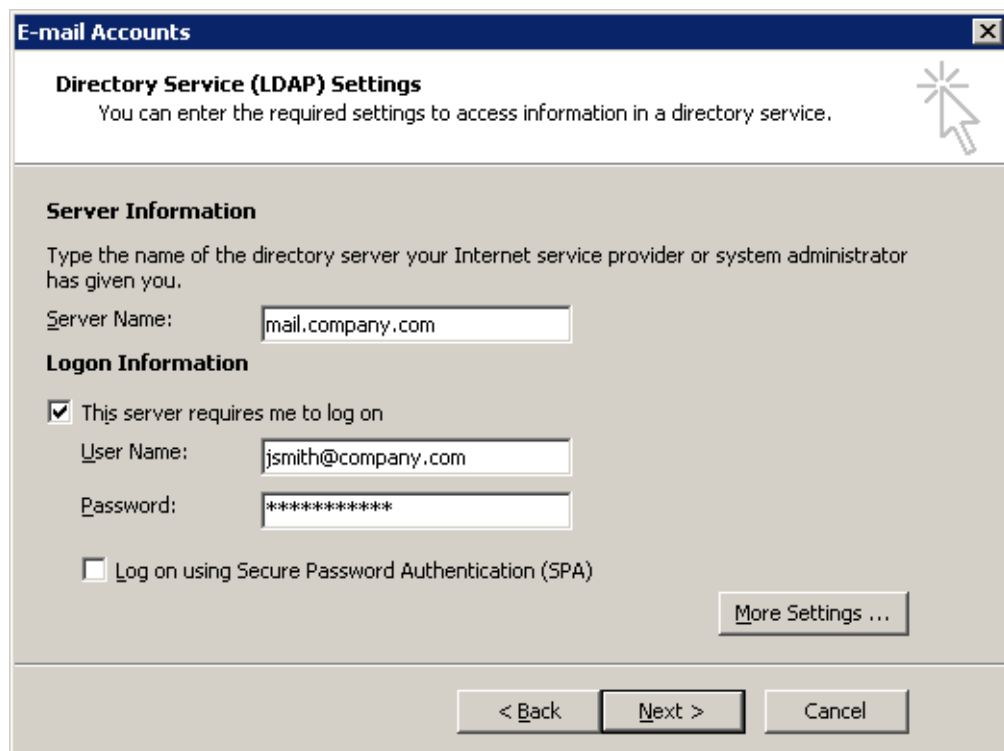


Figure 5.30 A new account/directory dialog box — setting of directory service

### Server information

DNS name (e.g. mail.company.com) or IP address (e.g.) of the host that *Kerio MailServer* is running on.

### Logon information

This data is used by users to log into the LDAP server (equal to the name and password for user login to mailboxes). The LDAP server in *Kerio MailServer* does not support anonymous logins — the user login is always required.

4. Click on *More Settings* (see figure 5.30) to open more options for the directory service settings. The dialog consists of two tabs:

### Connection

The SSL encryption and port number for traffic can be set on the *Connection* tab. Default values are predefined, so it is recommended not to edit this dialog unless necessary.

If the LDAP service is running on a server's non-standard port (network administrators are aware of this information), it is necessary to change the port number.

Port number should be also changed where SSL encryption is to be used. Port 636 is used as default for the secured version of LDAP service (see figure 5.31).

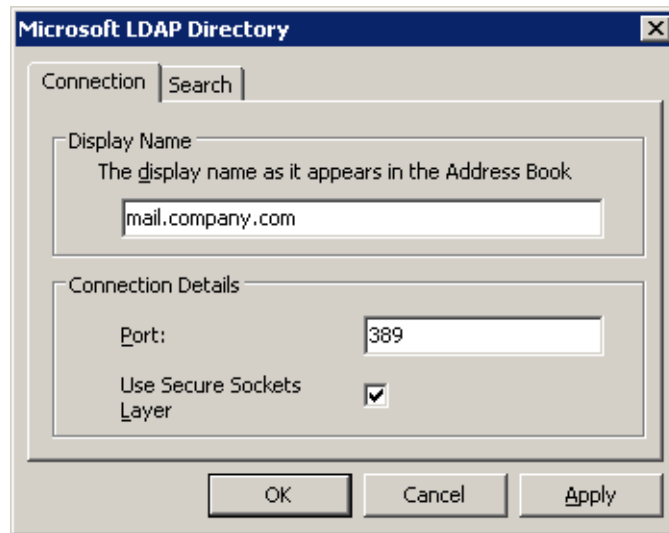


Figure 5.31 Microsoft LDAP Directory — Connection

**Search for:**

On the *Search for* tab, set *Search base*.

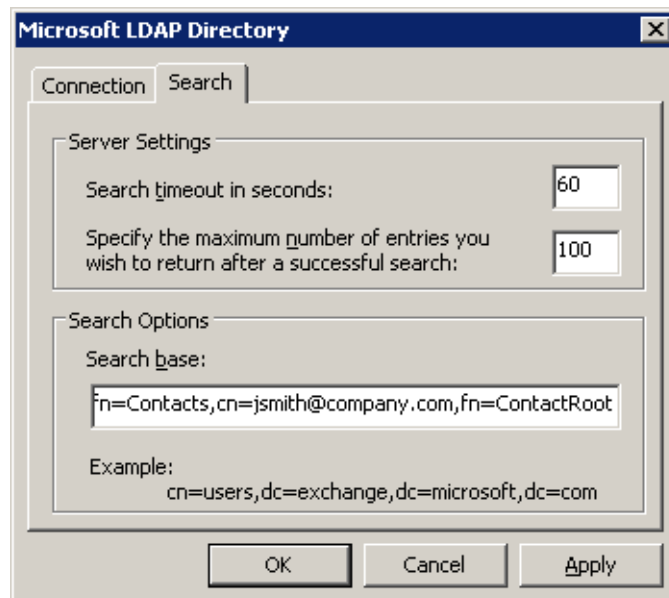


Figure 5.32 Microsoft LDAP Directory — Search for

If you want to access all private and subscribed shared and public folders, leave the entry blank or enter

`fn=ContactRoot`

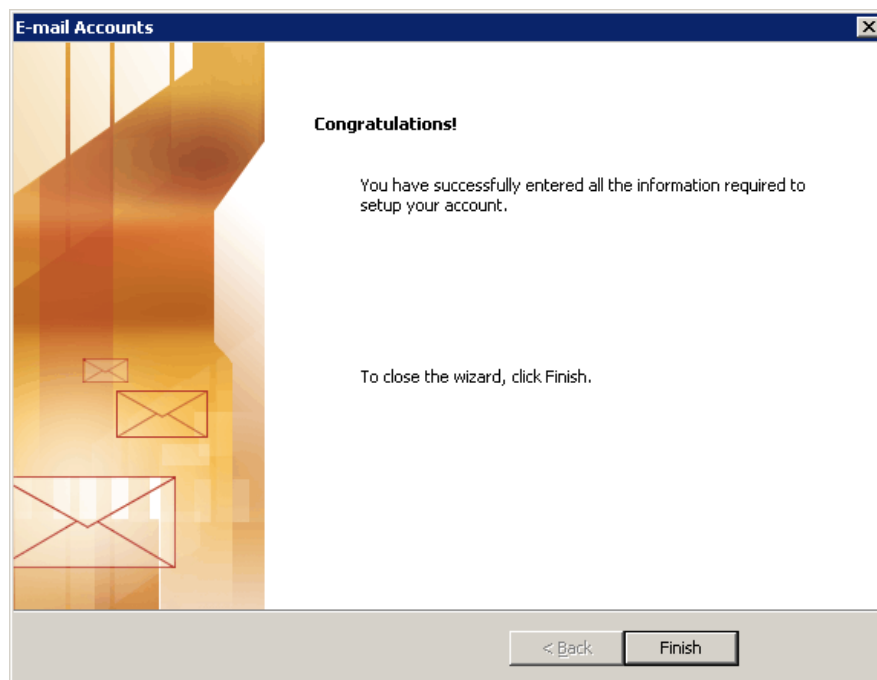
Specify appropriate branch of the LDAP database in more details to limit access only to certain folders. To better understand various alternatives, read the following examples:

- `cn=jsmith@company.com,fn=ContactRoot`  
— it will be searched only through contact files of the user `john@company.com`
- `fn=personal,fn=ContactRoot` — it will be searched only through contact files of users that are logged into the LDAP server. This option is identical with the previous one, however, it is not necessary to specify username (or email address) of the user. This feature can be used for example for configuration of more clients, etc.
- `fn=public,fn=ContactRoot`  
it will be searched only through public contact files
- `fn=Contacts,cn=jsmith@company.com,fn=ContactRoot`  
only the `Contacts` folder of user `jsmith@company.com` will be scanned
- `fn=PublicContacts,fn=public,fn=ContactRoot`  
— it will be searched through the public `PublicContacts` folder only

When all necessary settings are done, click on *OK* to save the parameters and then on *Next* to open the final dialog of the wizard (see figure 5.33).

5. Save the settings by the *Finish* button.

*Note:* The settings shown here applies to *MS Outlook 2003*. Corresponding settings for individual versions can be found in the *Tools* → *Accounts* menu.



**Figure 5.33** A new account/directory dialog box — finalizing a directory creation

### 5.8.3 Contacts forwarding

It is recommended to forward the contacts in the vCard format (*Actions* → *Forward as vCard*). When a contact is opened in a client application that supports vCard format (*Kerio WebMail*, *Mozilla Mail*, etc.), the received contact can be added to the contacts folder.

And the other way round, If *MS Outlook* receives a message with a contact in vCard format, the recipient can simply click the link in the message and the standard form for creating new messages is opened.

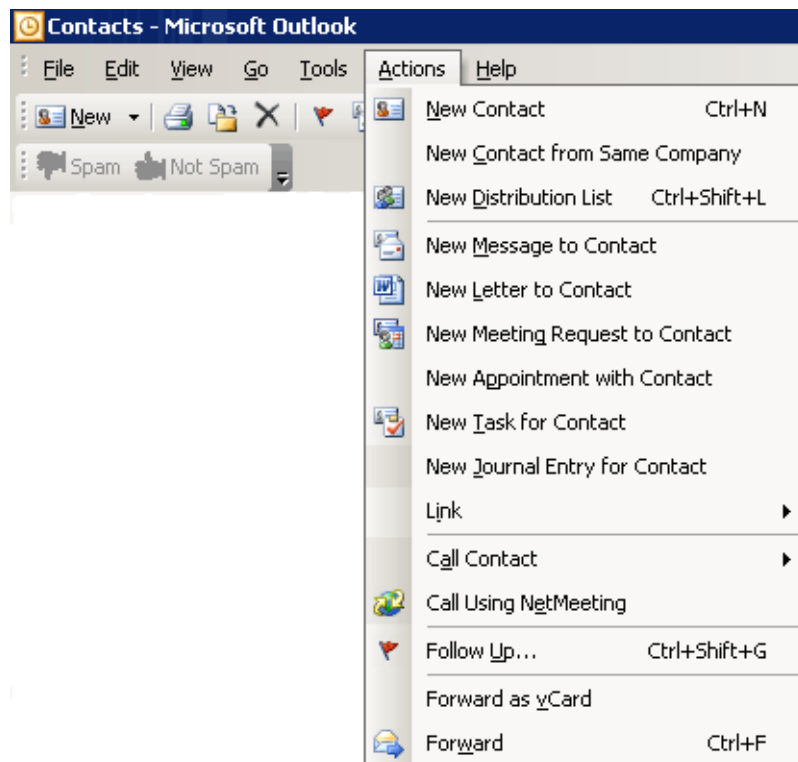


Figure 5.34 Forward as vCard

### 5.8.4 Distribution lists

*Kerio MailServer* supports storage of distribution lists on the server. Thanks to this fact, distribution lists created in *MS Outlook* can be available also in *Kerio WebMail*, and vice versa.

Distribution lists are groups of email addresses used for sending of collective email. Simply use a special dialog in *MS Outlook* to complete desired email addresses and save them under a common name. Any time when sending an email message to such a group, simply enter the name of the corresponding distribution list in the *To* entry instead of filling in all addresses involved.

Distribution lists are helpful if email is often sent to a group of addressees. For example, it can be a group of people with whom you often communicate in your work (it is a certain alternative to mailing lists or to group addresses).

To learn more on how to create and use distribution lists, refer to any reference guide addressing *MS Outlook* issues.

## 5.9 Scheduling of meetings

In *MS Outlook*, a special tool can be used for scheduling of meetings (details on what meetings are and how they are used, see section 1.7.7). This tool is called *Free/Busy* server. *MS Outlook* extended by *Kerio Outlook Connector* allows using of the *Kerio MailServer's* built-in *Free/Busy* server.

The *Free/Busy* server helps the meeting initiator schedule their events for times when invited attendees are free (the meeting does not collide with any other event in their calendars). It is, therefore, easier to find a time range where all attendees required to participate in the meetings are free. This feature help us avoid many phone calls and emails that we would otherwise make or send.

*Free/Busy* server exploits information on user's free time from the calendar of the particular user. However, the meeting initiator can only see when the attendee is free or busy. It is not possible to view particular details on the user's activities.

*Free/Busy* information is displayed in the event's edit window on the *Scheduling* tab in the section addressing meetings. *Free/Busy* is enabled automatically when attendees are entered in the list. To the right from the list, you can find *Free/Busy* information (see figure 5.35).

The *Free/Busy* feature also provides information on how much busy the user is. Degree of user's busyness is suggested by the color. The color key is shown at the bottom of the window.

*Warning:* *Free/Busy* information is displayed only for attendees with an account in the *Kerio MailServer* (usually, this function is used to set meetings with colleagues). Such an information is not displayed for external users.

The *Free/Busy* calendar displays all meetings and events included in the default calendar folder and its subfolders. If you want that some events (e.g. items of a private calendar) are not shown in the *Free/Busy* calendar, create a new calendar folder out of the branch of the default calendar and its subfolders.

### 5.9.1 Creating a meeting using the *Free/Busy* server

Meetings are created in a similar way as events:

1. Open a new event dialog to enter subject and site where the event (meeting) will take place.
2. Switch to the *Scheduling* tab
3. and enter individual participants of the meeting (see figure 5.35). Once participants are added, their free/busy calendar items relevant for the particular time set for the

meeting is displayed. The different shades of blue or violet indicate the busyness of the users. The users with no data on the free/busy server (users with no account, users that do not use the calendar) are marked with grey.

**Warning:** It is necessary to specify each user by their usernames and domains (username@domain). Aliases cannot be used to display *Free/Busy* information.

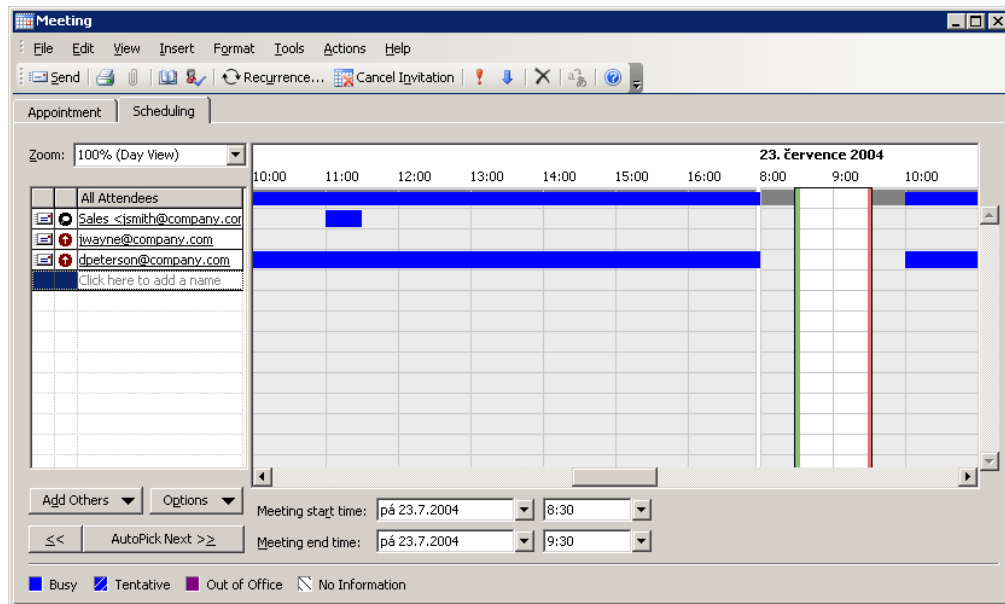


Figure 5.35 Usage of the Free/Busy calendar

The slide window in the schedule shows the time of the suggested meeting marked by a green and a red vertical lines where the time range starts and ends. The window can be moved, extended or narrowed by the mouse pointer.

**Warning:** For a successful connection to the *Free/Busy* server, it is necessary to specify the *Subject* entry on the *Appointment* tab.

### **Free/Busy server's security**

Traffic between the *Free/Busy* server and *MS Outlook* can be secured by SSL encryption. This requires SSL encryption to be enabled in the account settings and the *Kerio MailServer's* SSL certificate to be installed. For this purpose, you can use either a certificate issued by a trustworthy certification authority or a so-called self-signed certificate which can be generated in *Kerio MailServer* (for details on certificates as well as their creation and authorization, refer to *Kerio MailServer, Administrator's Guide* available at <http://www.kerio.com/kms-manual>).



### Enabling SSL traffic in account settings

In email account settings (under *Tools* → *E-mail Accounts* → *View or change existing e-mail accounts*) on the *Advanced* tab, enable the *Secured connection (SSL)* option.

*Warning:* This setting applies to any traffic performed between the account and *Kerio MailServer*. All traffic is encrypted if the *Secured connection (SSL)* option is enabled.

### Installation of the certificate in Internet Explorer

1. Run *Internet Explorer* and specify the corresponding URL to login to *Kerio WebMail*. SSL-secured protocol must be used for the connection to the server. This implies that the URL should start with `https://` (example: `https://mail.company.com/`).
2. The *Security Alert* dialog will be opened (see figure 5.36). In this dialog, click on *View certificate*.

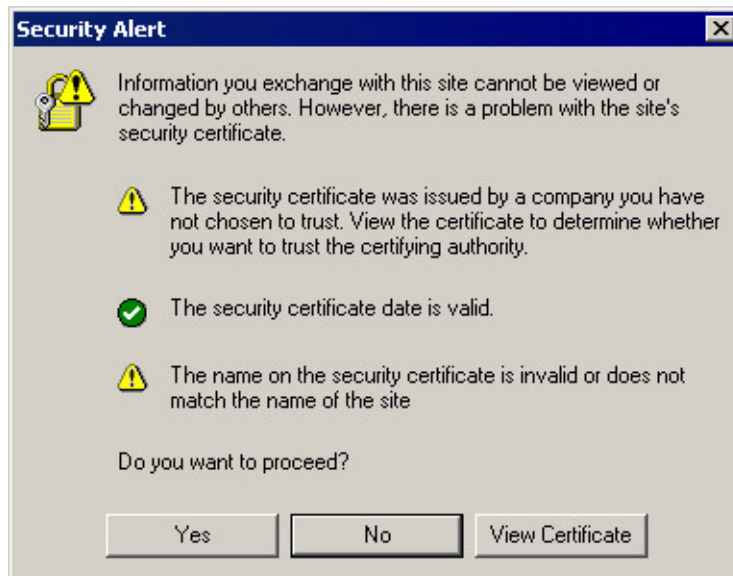


Figure 5.36 Security Alert

3. In the dialog with certificate details displayed, click on the *Install certificate* button.
4. A certificate installation wizard is opened. There is nothing to be set in the wizard. Simply confirm all settings and close the wizard to install the certificate.

## 5.10 Private items

Private events, contacts and tasks are useful especially for sharing of folders. If a user shares a calendar or a contact folder for another user(s), items set as private can be opened and edited only by the folder's owner.

Private contacts and tasks in subscribed folders are not displayed. In case of private events, only time for which the event is set is displayed. The **Private** event string is displayed as subject. Such events cannot be opened or edited.

Private items can be created as follows:

1. Open a dialog box where a new event, contact or task can be created.
2. Insert relevant information.
3. On the first tab, enable *Private*.
4. Save changes by clicking *Save and Close*.

*Note:* In the *Free/Busy* calendar, private events are displayed in the same way as others.

Up to *Kerio MailServer 6.1.2*, events were not classified as public or private. Since 6.1.3, this information is distinguished. By default, all events created in *Kerio MailServer 6.1.2* and lower are set as public in 6.1.3 and higher. To make a public event a private one, simply open the event and change the classification by hand.

Private events are different from private contacts and tasks:

- *Private events*

To enable their display in the calendar, they must be downloaded from the server to the particular email client. This behavior might slightly endanger security.

Private events are treated as private only if the client where the private event folder is viewed supports this feature. In other client applications, it is possible to view and edit any events without any restrictions by users with appropriate access rights. This also implies that private events are not well secured.

- *Private contacts and tasks*

Private contacts and tasks are kept in a folder on the server. This implies that if a user shares a folder with another user, private contacts and tasks are not available to this user. The client application can download only such contacts and tasks which are not marked as private.

### 5.11 Notes

*Kerio MailServer* supports note folders. This implies that note folders are stores on the server and you can access them also via *Kerio WebMail*.

These folders work the same as the other supported folder types:

- note folders are stored on the server in the folder tree,
- public note folders can be created,
- note folders can be shared with other users and it is also possible to set access rights for other users.

To learn what note folders are used for as well as how to handle them, refer to *MS Outlook* user guides.

## 5.12 Troubleshooting

### 5.12.1 Spam/Not Spam buttons displaying problems

Sometimes it may happen that the *Spam/Not Spam* buttons may be missing on the toolbar when the *Kerio Outlook Connector* or *MS Outlook* is started. In such a case, it is necessary to allow *Kerio Outlook Connector* in forbidden items of *MS Outlook*.

The dialog for forbidden items can be found under *Help* → *About Microsoft Office Outlook*. Click *Disabled items* to open the dialog and simply uncheck *Kerio Outlook Connector*.

### 5.12.2 Installation and configuration of MS Outlook 2000

The installation of *Kerio Outlook Connector* in *Outlook 2000* is different from the installation in previous versions:

1. *Outlook 2000* must have Service Pack 3 installed; if the Service Pack is missing, the installation of *Kerio Outlook Connector* will fail.

*Outlook 2000* must be installed in the *Corporate or Workgroup* mode. If the installation of *Outlook 2000* is performed in the *Internet only* mode, change the mode in *Tools* → *Options* → *Email services* → *Reconfigure email support* (the installation disc of *Outlook 2000* might be required).

2. Another difference applies to the new profile creation. For more information about profiles and their creation in *Outlook*, see chapter 5.2.1.

After a successful installation of *Kerio Outlook Connector*, create a new profile. This can be done in the following ways:

- Creating of multiple profiles by a migration (performed by the system administrator).
- Creating a profile by hand.

If a migration tool is used for profile creation, click *Tools* → *Services* and add the *Outlook Address Book* item to the profile. If the *Outlook Address Book* will not be added to the profile, contacts folders will not work properly.

If a profile is created by hand, it is possible to follow the method described in chapter 5.2.1. The only difference is that it is necessary to add the *Kerio MailServer* and *Outlook Address Book* services during creation. Both services can be added to the profile later in *Tools* → *Services* menu.

### 5.12.3 Messages signed in MS Outlook

If your messages are digitally signed, check the *Send clear text signed message when sending signed messages* option under *Tools* → *Options* on the *Security* tab (see figure 5.37). This option provides that also *Kerio WebMail* users may read the message.

*Note:* The settings shown here applies to *MS Outlook 2003*. For *MS Outlook (2000/XP)*, the settings may differ slightly.

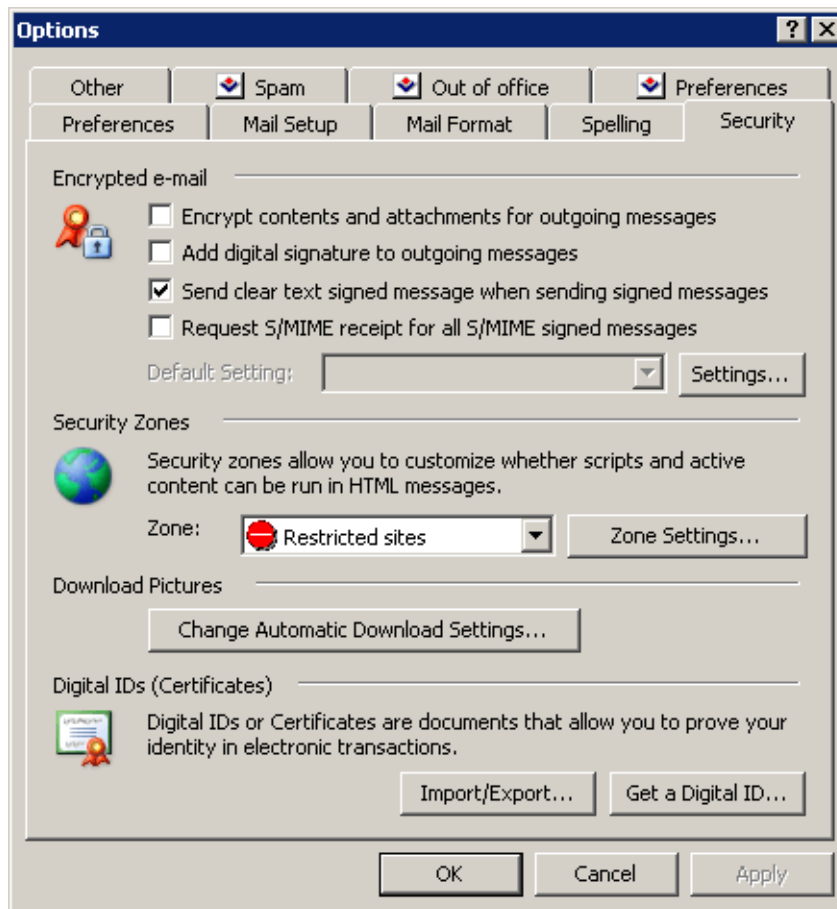


Figure 5.37 Settings of verification of signed messages

#### 5.12.4 Error in settings of contact folders used as address books

During the startup process of *MS Outlook* extended with the *Kerio Outlook Connector*, a warning can be displayed that informs of an error detected in settings of contact folders which are used as address books (see figure 5.38).

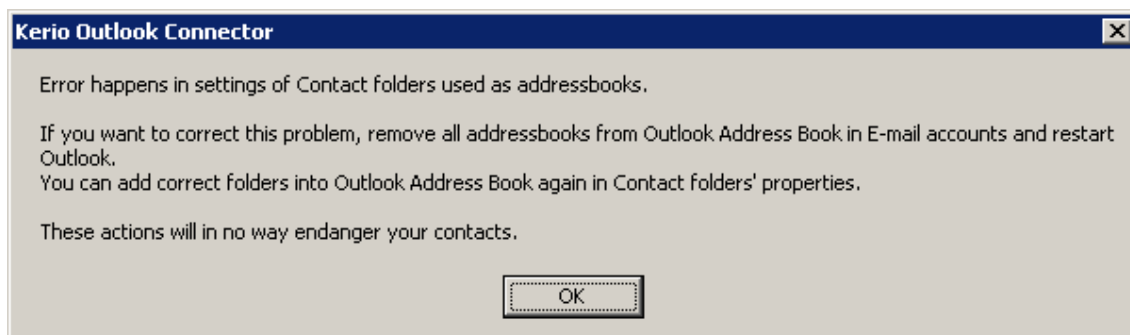


Figure 5.38 Error in settings of contact folders used as address books

This error can be fixed by removing all address books in *MS Outlook*:

1. In the *Tools* menu, select *E-mail Accounts* to open a wizard where new accounts and address books can be created. In the wizard, select *View or change existing directories or address books*.
2. Remove all listed address books and close the wizard.
3. Restart *MS Outlook*.

Removing address books does not delete contact folders. All contacts are kept intact. Once all address books are removed from *MS Outlook* and the application is restarted, it is possible and recommended to add the address books again (for details, see chapter 1.6.5).

### 5.12.5 Problems with displaying of Free/Busy information

Failures of connection of *MS Outlook* to the *Kerio MailServer's* built-in *Free/Busy* server may be caused by the following issues:

#### *Free/Busy server and SSL encryption*

If traffic over SSL is enabled in an *MS Outlook* account settings, the *Free/Busy* server requires installation of a valid SSL certificate. This certificate can be installed in Internet Explorer. Detailed instructions are provided in section 5.9.1.

#### *Collisions with configuration of the URL server*

If the meeting scheduling with the *Free/Busy* server does not work properly (i.e. the *Scheduling* tab does not work correctly) while the connection to *Kerio MailServer* via MAPI is alright, the problem might be solved by changing the URL address for connection to the *Free/Busy* server.

After installation of the *Kerio Outlook Connector* and account configuration, the correct URL address is set automatically (it is not necessary to change it).

Problems might arise when the user changes the address for any reason. If the address is not set correctly, it is not possible to connect to the *Free/Busy* server.

If any problems with connection to the *Free/Busy* server arise, check the following settings:

1. In *Tools* → *Options*, open the *Preferences* tab (see figure 5.39) and in the *Calendar* section click on *Calendar options*.

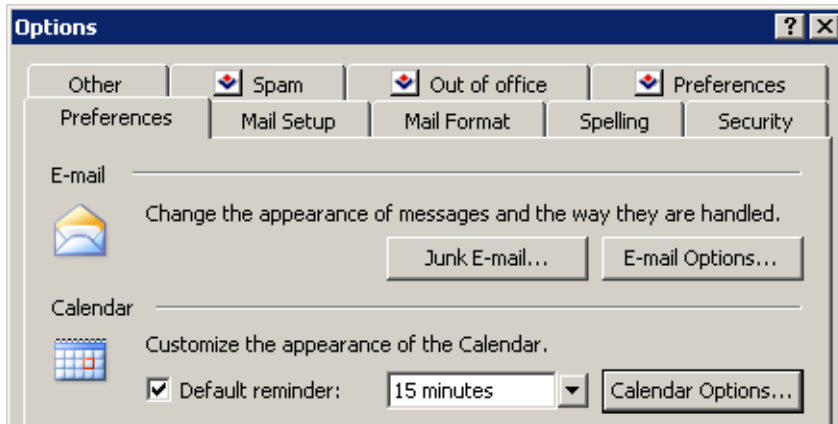


Figure 5.39 Preferences

2. In the *Calendar options* dialog, click on the *Free/Busy options* button at the bottom of the window (see figure 5.40).

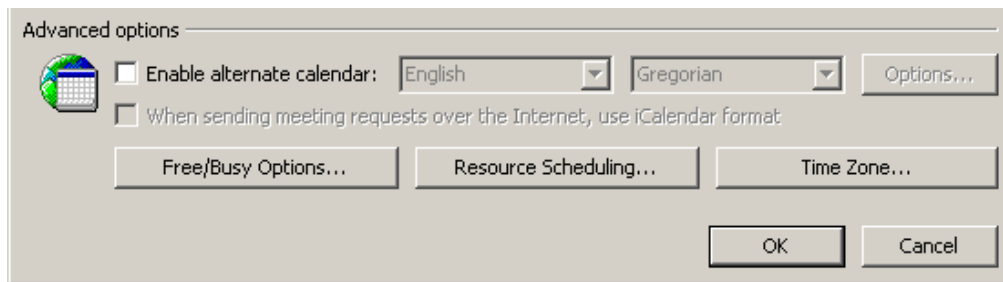
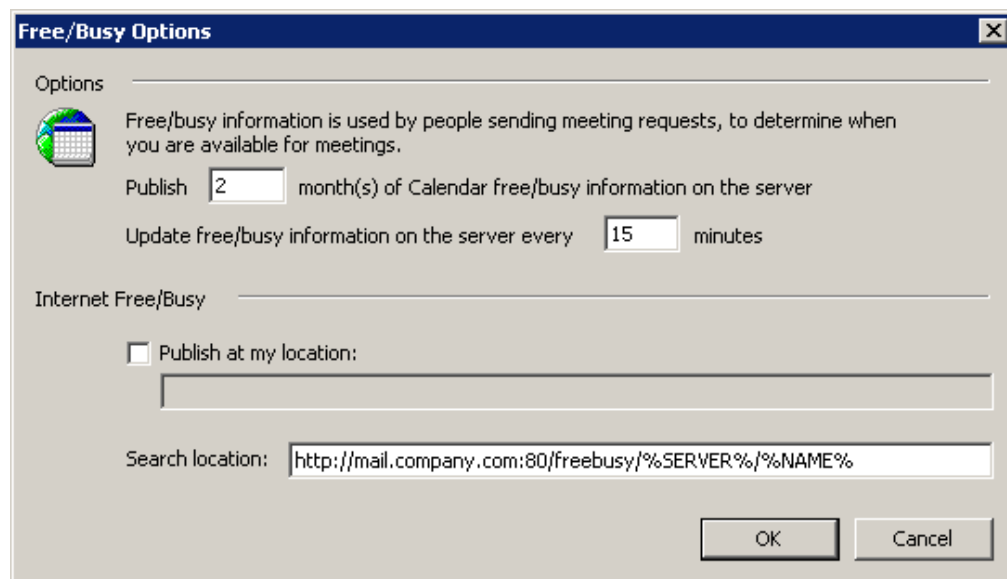


Figure 5.40 Calendar Options

3. This opens the *Free/Busy options* dialog. Check the *Search location* settings. This entry must include the URL address at which the *Free/Busy* server is located (the *Kerio MailServer's* address in this specific case). The URL address must follow this pattern:

`http://ip_address_of_the_server:port/freebusy/%SERVER%/%NAME%`

An example of correct URL address is shown at figure 5.41.



**Figure 5.41** Free/Busy options



## Chapter 6

# Kerio Synchronization Plug-in

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*Kerio Synchronization Plug-in* — this application allows synchronization of personal calendar, contact and notes folders as well as public folders stored in *Kerio MailServer*. Generally, the plug-in is used along with IMAP or POP3 protocols to receive email, however, it can be also used separately, without an email account.

This application is useful especially to users of notebooks who need to work with their email, calendar and contacts offline. Thus, users can access their data anywhere and handle this data as needed (change it and if connected to the Internet, they can also synchronize it with data saved at the server). The application is also useful for those who need download their email via POP3 or IMAP.

It is not necessary to perform the synchronization by hand, but it is possible. Just install the application once and set the simple dialog. Later synchronizations will be performed automatically using the parameters set in the dialog.

*Kerio Synchronization Plug-in* also includes *Help* which can be triggered from the *MS Outlook*'s toolbar. This help can also be found in *Start* → *Programs* → *Kerio* → *Synchronization Plug-in*.

*Kerio Synchronization Plug-in* can be applied to the following versions of *MS Outlook*:

- MS Outlook 2000 + version Service Pack 3
- MS Outlook XP + version Service Pack 3
- MS Outlook 2003 + version Service Pack 2
- MS Outlook 2007

Installation of the *Kerio Synchronization Plug-in* can be run under Windows 2000 Professional (version Service Pack 4), XP (version Service Pack 1 or Service Pack 2) and Windows Vista (Home, Business, Enterprise or Ultimate editions).

The Windows OS must include Internet Explorer 6.0 or higher.

*Warning:* It is not possible to use both *Kerio Outlook Connector* and *Kerio Synchronization Plug-in* within the same profile. Both applications can be installed and used in one *MS Outlook*, however, they cannot be both used by one account simultaneously. *Kerio Synchronization Plug-in* can synchronize only calendar and contact folders located in

*MS Outlook's* private folders. These items folders can be combined only with standard IMAP or POP3 accounts. It is not possible to use it for synchronization of Kerio (MAPI) accounts.

*TIP:* If you want to use all groupware features provided by the *Kerio Outlook Connector* and to work in the mail client offline at the same time, we recommend to set *MS Outlook* as described in chapter 6.4.

### 6.1 Installation

*Kerio Synchronization Plug-in* is installed only once. Plug-in updates are performed automatically (see below).

Standard wizard is used for the installation. For successful installation, follow these instructions:

1. If *MS Outlook* is running, close it.
2. Install *Kerio Synchronization Plug-in*.
3. In *MS Outlook*, create a new profile (for detailed instructions, refer to chapter 5.2.1).
4. Upon entering the profile name, a wizard is opened to guide the user through the new account settings. In the wizard, set POP3 or IMAP account.

*Note:* This step of the installation is optional. If the user's plan is to synchronize only calendar, contacts and notes (and not to handle email on the account), it can be skipped.

5. Start *MS Outlook* and set synchronization as described in section 6.2

If more than one user share one *MS Outlook* and they want to use *Kerio Synchronization Plug-in* for their accounts, the following conditions must be met:

1. each user uses a proper profile (in each profile, synchronization will be performed at one account),
2. each user installs the *Kerio Synchronization Plug-in* separately,
3. the first installation is performed under the local administrator's account,
4. each user has the "Power User" rights or at least each user is allowed to write in the directory where the *Kerio Synchronization Plug-in* is installed.

*Warning:*

1. *MS Outlook* must be installed on the computer prior to the *Kerio Synchronization Plug-in* installation, otherwise the application will not function properly.
2. If *MS Outlook* version is updated, *Kerio Synchronization Plug-in* must be reinstalled manually.

### **Automatic updates**

*Kerio Synchronization Plug-in* is updated automatically. During the update, a progress bar is displayed showing current status of the update process. When the update process is finished, the bar is closed and *MS Outlook* is available.

*Warning:* If only traffic over HTTPS is allowed in *Kerio MailServer* (for server's security reasons, for example), apply settings addressed in section 6.3.

*Note:* *Kerio Synchronization Plug-in* is updated immediately upon startup of *MS Outlook* (before the profile selection). Therefore, *Kerio Synchronization Plug-in* is updated even if you want to work in a profile which is not used by *Kerio Synchronization Plug-in*.

## **6.2 Synchronization**

Each synchronization includes the default private Calendar folder, the default private Contacts folder and the default private Notes folder. In settings, it is also possible to enable synchronization of the default public Calendar folder and the default public Contacts folder.

Within synchronization, only changed and modified information is exchanged between the MailServer and *MS Outlook*. Objects changed both at the server and the client will be duplicated.

### **First startup of MS Outlook with Kerio Synchronization Plug-in**

If the installation is completed successfully, the user is informed by an alert that *Kerio Synchronization Plug-in* must be set first (see figure 6.1). Simply enter required information in the configuration dialog (see figure 6.3). Upon the first startup, this dialog is opened automatically. To open this dialog any time needed, use a special menu that was added to the *MS Outlook* toolbar upon the installation (see figure 6.2). The configuration dialog can be opened by *Options*.

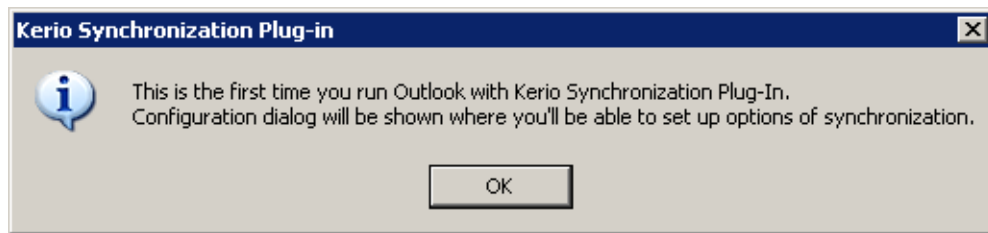


Figure 6.1 Running MS Outlook upon the plug-in installation

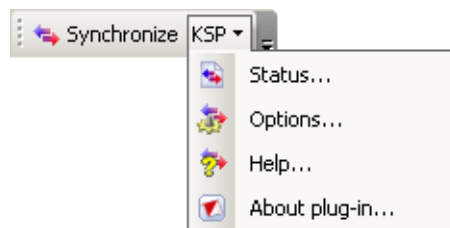


Figure 6.2 The Kerio Synchronization Plug-in toolbar

### *Synchronization settings*

As already mentioned, synchronization can be set in the configuration dialog. The dialog is opened automatically upon the first startup or it can be opened by selecting *Synchronize KSP* → *Options*.

The configuration dialog (see figure 6.3) consists of two basic sections:

#### **Server information**

To allow smooth synchronization, it is necessary to set the name of the server where the user account including its username and password is stored (to get this information, contact your network administrator). This data can be copied from settings of an IMAP or a POP3 account already created in the profile or it can be set manually. For this purpose, use the following options:

- *Use information about server and login from account*

The plug-in in the combo box menu provides all IMAP and POP3 accounts in the current profile. Select an account in which you want to synchronize calendar, contacts, notes and also public folders if desired and test the connection by clicking on the *Connection check* button.

*Warning:* If traffic for the account is secured by SSL, it is not possible to copy the information and it is necessary to enter the data manually (and set the *Use own settings* option).

- *Use own settings*

This option opens the manual settings and it is used especially under the following conditions:

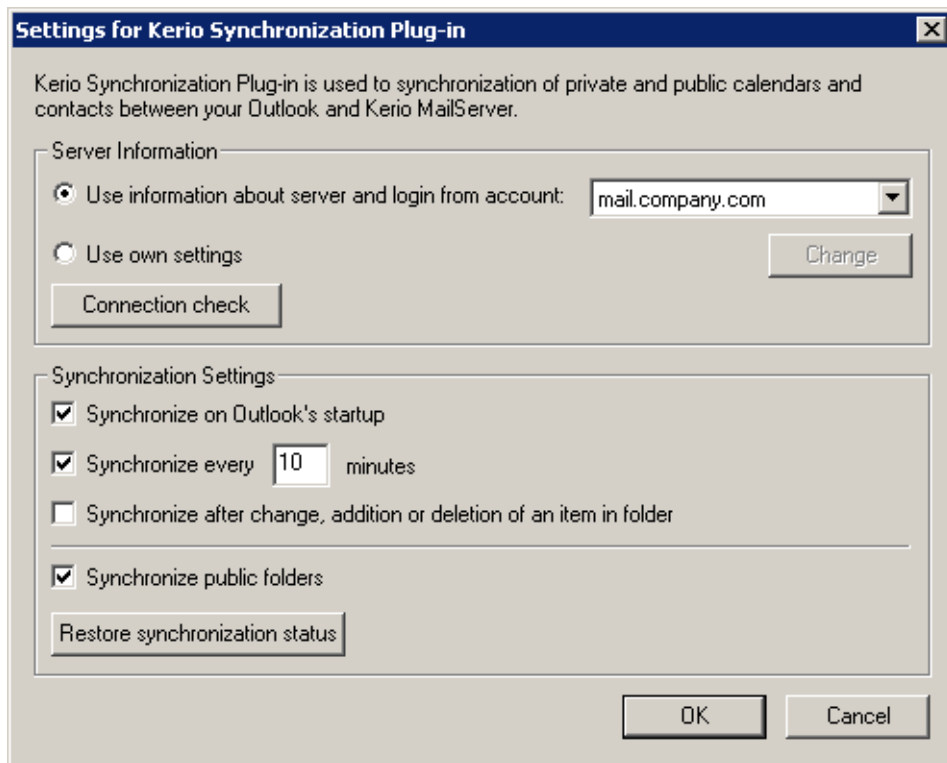


Figure 6.3 Synchronization settings

- Traffic of the account is SSL-secured — in such cases it is possible to use server information and login data from an existing POP3 or IMAP account.
- This option synchronizes data if an account which is not set in the profile.
- The profile is used only for synchronization of calendar, contact and notes personal folders and there is no POP3 or IMAP email account created in it.

Click *Change* to open a dialog where parameters for a corresponding account can be set.

The dialog allows direct definition of the IP address or the DNS name of the server against which the synchronization will be performed. For authentication at the server, it is also required to define username and password for the corresponding user account. It is also possible use this dialog to set SSL encryption to protect the synchronization.

Regardless of which of the described settings is be used, once the configuration is finished click on the *Connection check* button to test whether the parameters are set correctly and connection of *MS Outlook* to the server works smoothly. When the check is finished successfully, it is possible to continue in setting. If not, contact your network administrator.

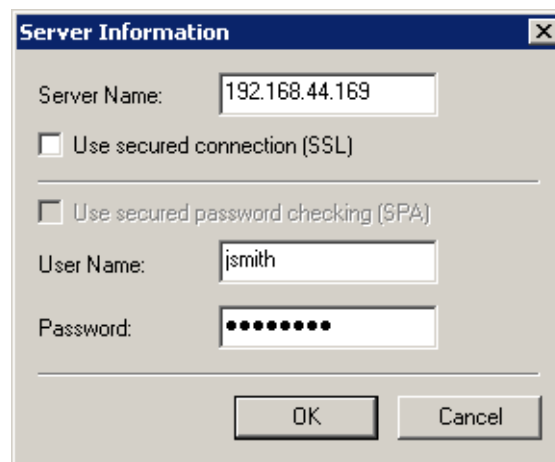


Figure 6.4 Manual account setting

### Synchronization settings

The following options allow optimization synchronization settings:

- *Synchronize on Outlook's startup*  
The synchronization is performed upon each startup of *MS Outlook*. If only this option is enabled, it is necessary to close and reopen the application when switching to the online mode to perform the synchronization. Therefore, it is recommended to combine this option with one or both of the following ones.
- *Synchronize every ... minutes*  
Interval that will be used for the regular synchronization.
- *Synchronize after change, addition or deletion of an item in folder*  
Synchronization will be performed upon any change, i.e. when a new item (contact, event) is added or another is removed.  
*Note:* It is not recommended to enable this option if the line used for connection to the network is not fast enough for frequent synchronization.
- *Synchronize public folders*  
This option allows synchronization of public folders — only the default public Calendar folder and the default public Contacts folder are synchronized.

The *Restore synchronization status* button performs synchronization with respect to the current status at the server. This feature is used especially if an event or contact has been undesirably damaged or removed or for testing purposes (to test connection or synchronization).

### Synchronization status

*Kerio Synchronization Plug-in* also allows monitor synchronization status. To do it, use the *Synchronize KSP → Status* option to open a corresponding dialog box. This feature is helpful if it is desirable to check that the synchronization was completed successfully.

The *Last Synchronization Status* dialog provides us with relevant information on the synchronization status.

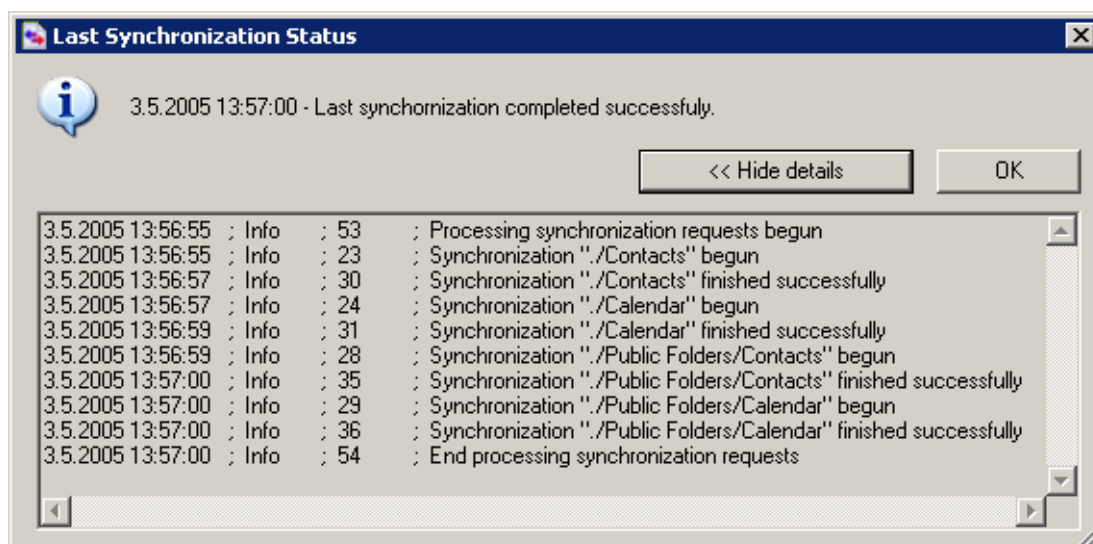


Figure 6.5 Synchronization status

The *Last Synchronization Status* window provides date and time of the last synchronization attempt as well as information of its result. Actually, the first includes the essential information.

Synchronization details inform about the synchronization process. If the synchronization was completed successfully, the log will be somewhat like the information shown at figure 6.5. If any problem arises during the synchronization process, the issue is recorded in the log.

### 6.3 SSL-secured synchronization

To enable smooth connection over SSL, it is necessary to install a trustworthy certificate on the client station (the *Kerio MailServer's* self-signed certificate can also be used for this purpose):

1. Run *Internet Explorer* and specify the corresponding URL to login to *Kerio WebMail*. SSL-secured protocol must be used for the connection to the server. This implies that the URL should start with `https://` (example: `https://mail.company.com/`).
2. The *Security Alert* dialog will be opened (see figure 6.6). In this dialog, click on *View certificate*.

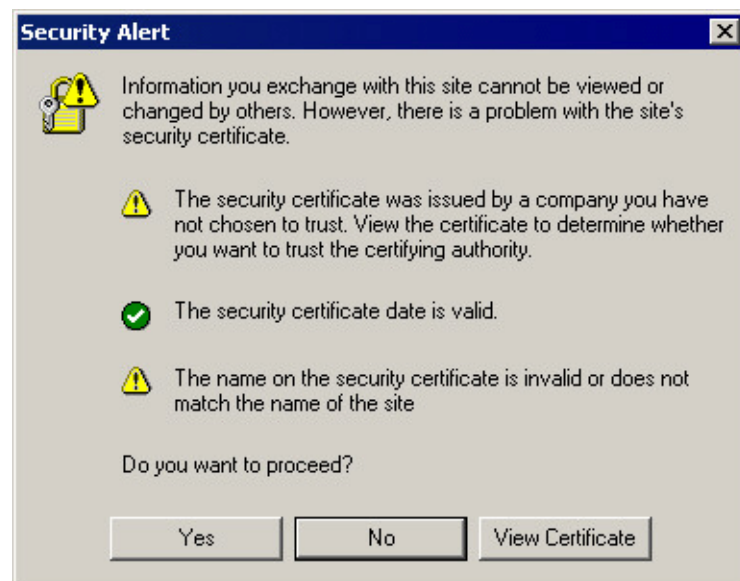


Figure 6.6 Security Alert

3. In the dialog with certificate details displayed, click on the *Install certificate* button.
4. A certificate installation wizard is opened. There is nothing to be set in the wizard. Simply confirm all settings and close the wizard to install the certificate.

Once the certificate is installed, it is necessary to set SSL encryption in the *Synchronize KSP* → *Options* menu. Since it is not allowed to use existing settings of the account to enable SSL encryption, it is necessary to set synchronization by the *Use own settings* option (see figure 6.7):

1. Switch to the *Use own settings* mode and click on the *Change* button.

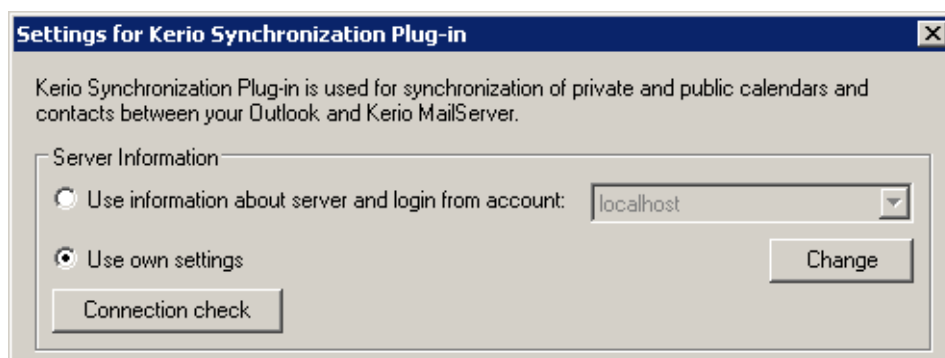


Figure 6.7 Options — switch to the Use own settings mode



2. In the *Server Information* dialog (see figure 6.8) just opened enter DNS name or IP address of the server where *Kerio MailServer* is installed (to get the address, contact your network administrator).

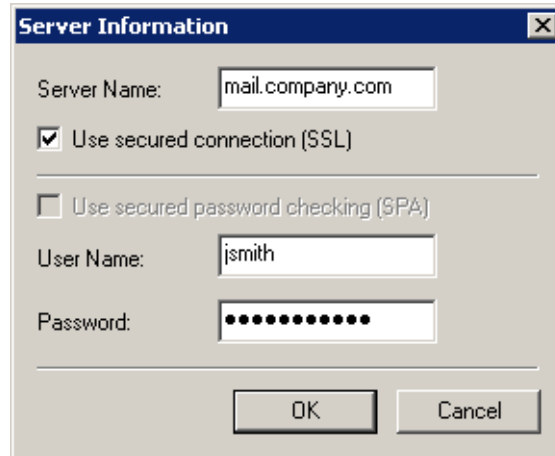


Figure 6.8 Server Information — settings example

3. Enable the *Use secured connection (SSL)* option.
4. Specify your username password to the account which you want to synchronize the data with (usually the same data as the login data for your email account).

## 6.4 Kerio Outlook Connector and Kerio Synchronization Plug-in

This section provides a solution for the case when users need to use groupware features of *Kerio Outlook Connector* and work in the offline mode at the same time.

*Kerio Outlook Connector* itself does not allow working in the offline mode. However, it is possible to use *Kerio Synchronization Plug-in*.

*Kerio Synchronization Plug-in* is an extension for *MS Outlook* which allows synchronization of contacts and the calendar in private folders of *MS Outlook*. Private folders can be used separately or in association with a POP3 or IMAP account. For more information about *Kerio Synchronization Plug-in*, refer to chapter 6.

Follow these instructions to make it possible to use both products in one *MS Outlook*:

1. Two profiles must be created in *MS Outlook*(see chapter 5.2.1).

*TIP:* When defining profiles, do not forget to set that the list of profiles is opened upon each startup of *MS Outlook* (see figure 6.9).

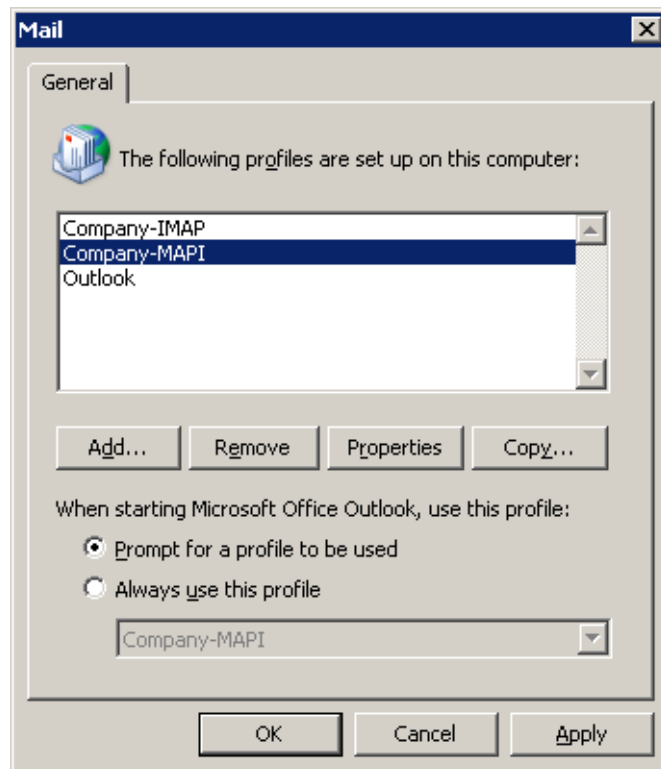


Figure 6.9 Setting the profile list

2. Install the *Kerio Outlook Connector* in one profile and create a standard MAPI account there (for more information, see chapter 5.2.1).
3. In the other profile, create a standard IMAP account first that will connect to the same account as the MAPI account created in the previous step.

Install the *Kerio Synchronization Plug-in* in this profile. If both accounts are configured properly, all groupware features of a MAPI account are available online in the first profile and the other profile with *Kerio Synchronization Plug-in* can be used for working in the offline mode while working in the IMAP account. The IMAP account will be synchronized with the data at the server using the parameters set (see chapter 6.2).

## Chapter 7

# Web calendars in MS Outlook 2007

---

*MS Outlook 2007* allows sharing of calendars via the Internet. Calendars are available through subscription and publishing:

- *Calendar subscription* — calendar subscription downloads the particular calendar from a web server to a local store.
- *Calendar publishing* — calendar publishing is uploading of a calendar to a web store.

*Warning:* Sharing of web calendars is not identical with synchronization. In *MS Outlook*, subscribed calendars are available only in the read-only mode. Published calendars are available on the server for reading only (this implies that it is not edit published calendars when accessed by *Kerio WebMail*, for example).

Using and publishing of calendars may be helpful especially for the following purposes:

- To view a calendar of a user who has not an account in *Kerio MailServer*.
- To share a calendar with users who have not an account in *Kerio MailServer*.
- To access calendars in a *Kerio MailServer* account if neither the *Kerio Outlook Connector* or the *Kerio Synchronization Plug-in* is used.
- To publish calendars saved in *MS Outlook* if neither the *Kerio Outlook Connector* or the *Kerio Synchronization Plug-in* is used.

## 7.1 Subscription to calendars

In *MS Outlook*, it is possible to subscribe any calendar stored on the WebDAV server in the iCal format. This implies that it is possible to subscribe to calendars stored in *Kerio MailServer* and/or iCal calendars stored on any other WebDAV server supporting the iCalendar format.

To enable subscription of a calendar in *MS Outlook*, the calendar needs corresponding access rights.

If the calendar is located in *Kerio MailServer*, it depends whether it is your calendar or a calendar of another user. It is necessary that the calendar's owner shares the calendar (at least by enabling read rights).

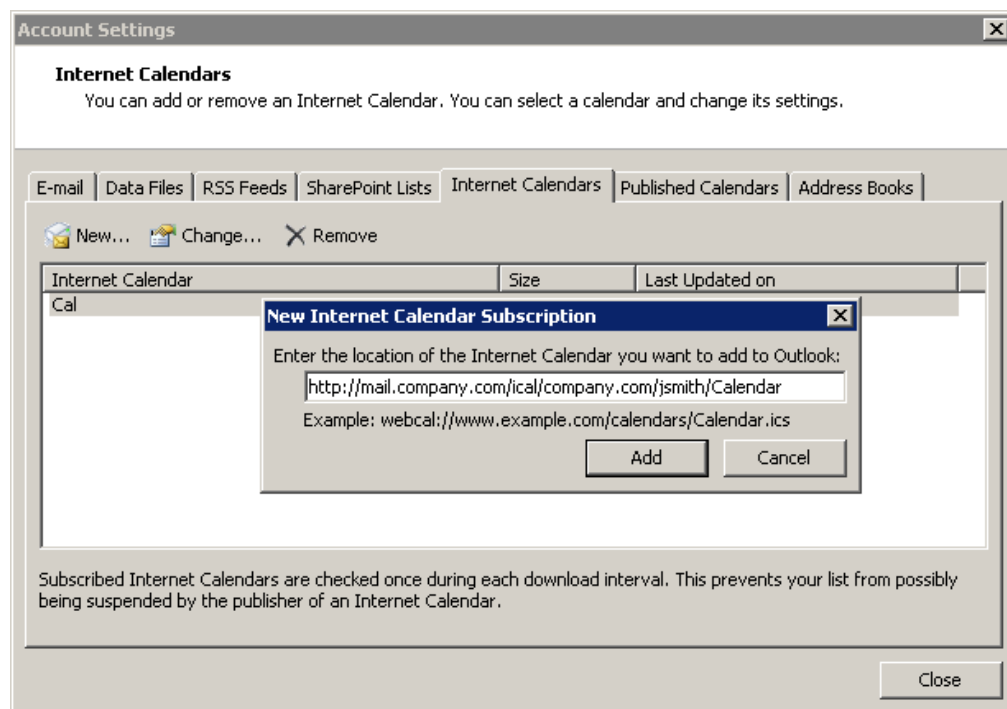
Calendars can be subscribed in *MS Outlook* in two ways, either by using a special tab in MS Outlook or by a web browser. Options differ depending on the method chosen and they are focused in separate sections:

### *Subscription of calendars in MS Outlook*

Subscription of web calendar in *MS Outlook* is recommended in case that the calendar uses an anonymous access (no username or password is required for download of the calendar).

To subscribe to a *Kerio MailServer's* web calendar which uses anonymous access, follow these instructions:

1. In the *Tools* menu, select *Accounts Settings*
2. to open the *Account Settings* dialog and go to the *Internet Calendars* tab.
3. Click on *New* and use the *New Internet Calendar Subscription* dialog to enter URL address of the calendar's location. The address must follow this pattern:



**Figure 7.1** Subscription to a calendar — specification of URL address of the calendar's location

`http://server_name/ical[format]`

For better understanding of the URL specification, view the following examples:

To subscribe the default calendar folder which belongs to your mailbox in *Kerio MailServer*, enter the URL in the following format:

`http://server_name/ical`

for example:

`http://mail.company.com/ical`

It is also possible to subscribe another user's calendar, if the user shares it for you. For the login URL, use the following pattern:

`http://server_name/ical/domain/user/calendar_name`

for example

`http://mail.company.com/ical/company.com/jsmith/Personal`

To subscribe the default calendar, use the following URL format:

`http://server_name/ical/public`

It is also possible to subscribe another user's calendar(s), if shared. The following URL format must be used:

`http://server_name/ical/public/calendar_name`

4. If *MS Outlook* uses the specified address to connect to the server where the calendar is saved, another dialog is opened where additional information for the calendar can be added:

**Folder name**

Name of the calendar for reference in *MS Outlook*.

**Web calendar**

Name of a calendar stored on the server.

**Location**

URL address where the calendar is saved.

**Description**

Any description of the calendar.

**Attachments**

Files attached to events are not supported in *Kerio MailServer*.

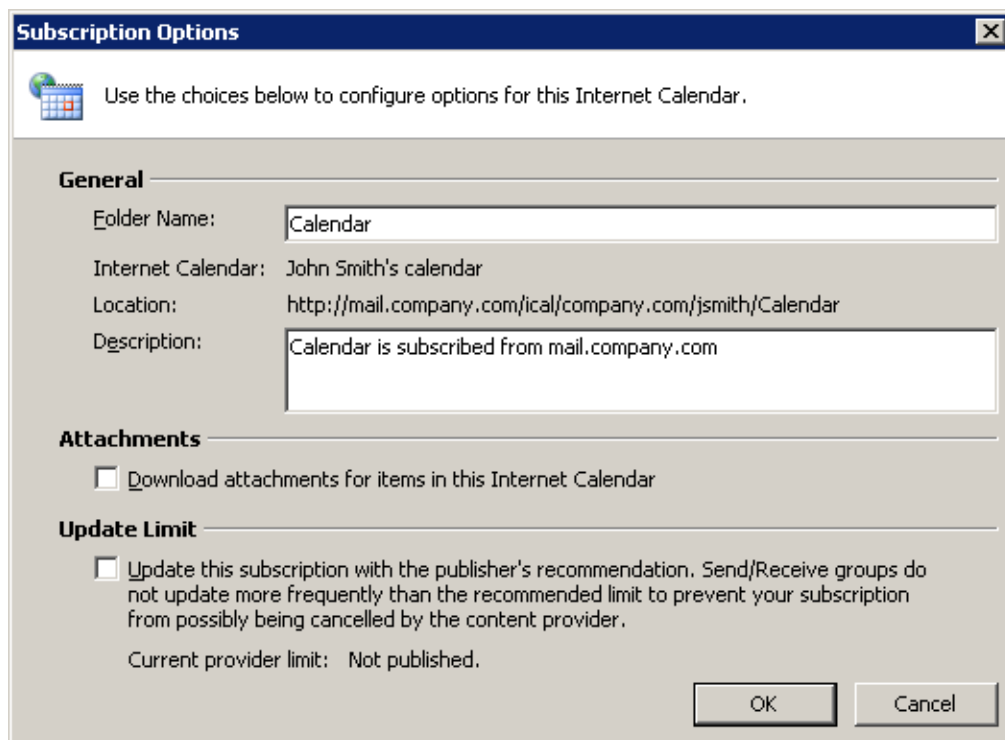


Figure 7.2 Subscription to a calendar — additional settings

### Update limit

Not supported in *Kerio MailServer*.

### *Subscription of calendars via web browser*

Subscription of a calendar via a web browser is useful especially in the following cases:

- The calendar is not available in the store for anonymous access, username and password are required for authentication.
- The calendar's owner sends us URL address of the calendar. Then, clicking on the address subscribes the calendar.

To subscribe a web calendar, follow these instructions:

1. Start your web browser.
2. Enter a corresponding URL address to specify the calendar's location. The address must follow this pattern:

`webcal://server_name/ical[format]`

For better understanding of the URL specification, view the following examples:

To subscribe the default calendar folder which belongs to your mailbox in *Kerio MailServer*, enter the URL in the following format:

`webcal://server_name/ical`

for example:

`webcal://mail.company.com/ical`

It is also possible to subscribe another user's calendar, if the user shares it for you. For the login URL, use the following pattern:

`webcal://server_name/ical/domain/user/calendar_name`

for example

`webcal://mail.company.com/ical/company.com/jsmith/Personal`

To subscribe the default calendar, use the following URL format:

`webcal://server_name/ical/public`

It is also possible to subscribe another user's calendar(s), if shared. The following URL format must be used:

`webcal://server_name/ical/public/calendar_name`

3. This opens the *External Protocol Request* window notifying that *MS Outlook* must be used for subscription of a calendar. Confirm the dialog by clicking on the *Launch application* button (see figure 7.3).

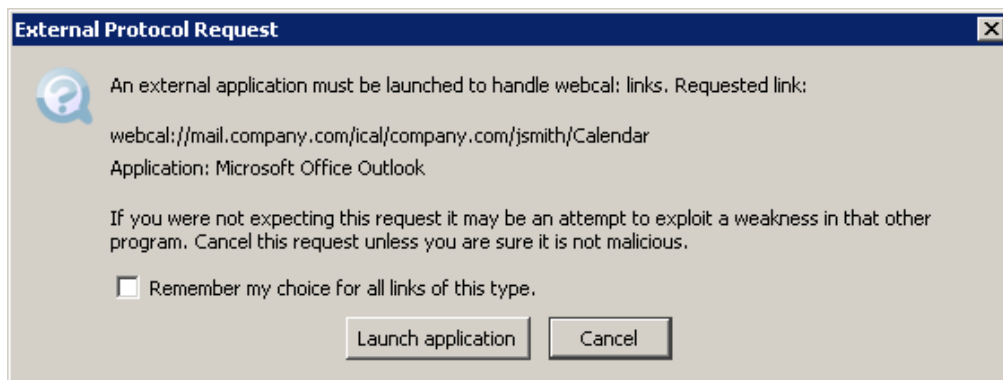


Figure 7.3 Subscription of a web calendar

*Note:* If *MS Outlook* is not running, it will be started automatically upon clicking on *Launch application*.

4. In the *Microsoft Office Outlook* window just opened, click on *Advanced* (see figure 7.4).

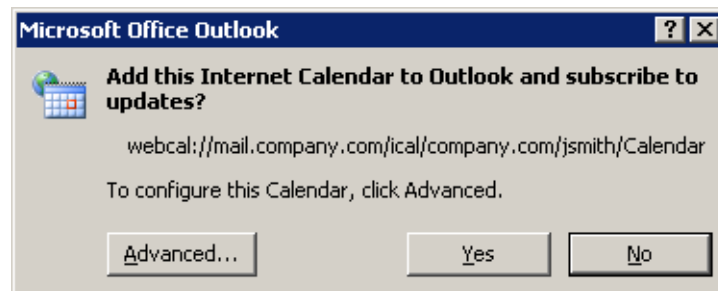


Figure 7.4 Subscription of a web calendar

5. An authentication dialog is opened (see figure 7.5), requiring username and password.

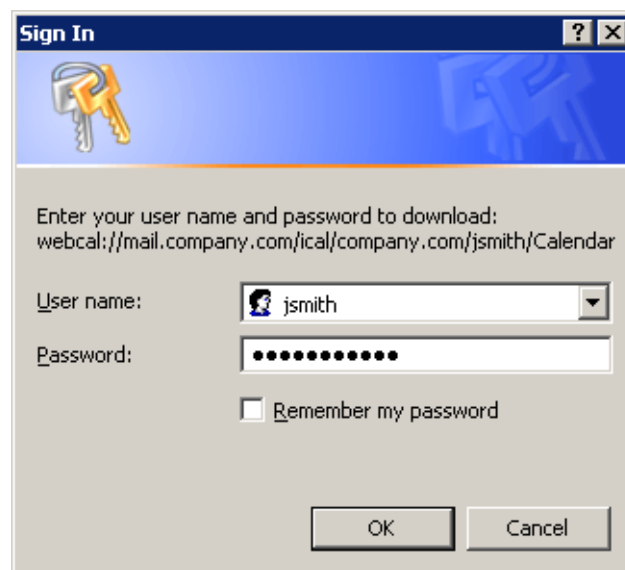


Figure 7.5 User authentication

6. The *Subscription Options* dialog box is opened allowing specification of the following information:

**Folder name**

Name of the calendar for reference in *MS Outlook*.



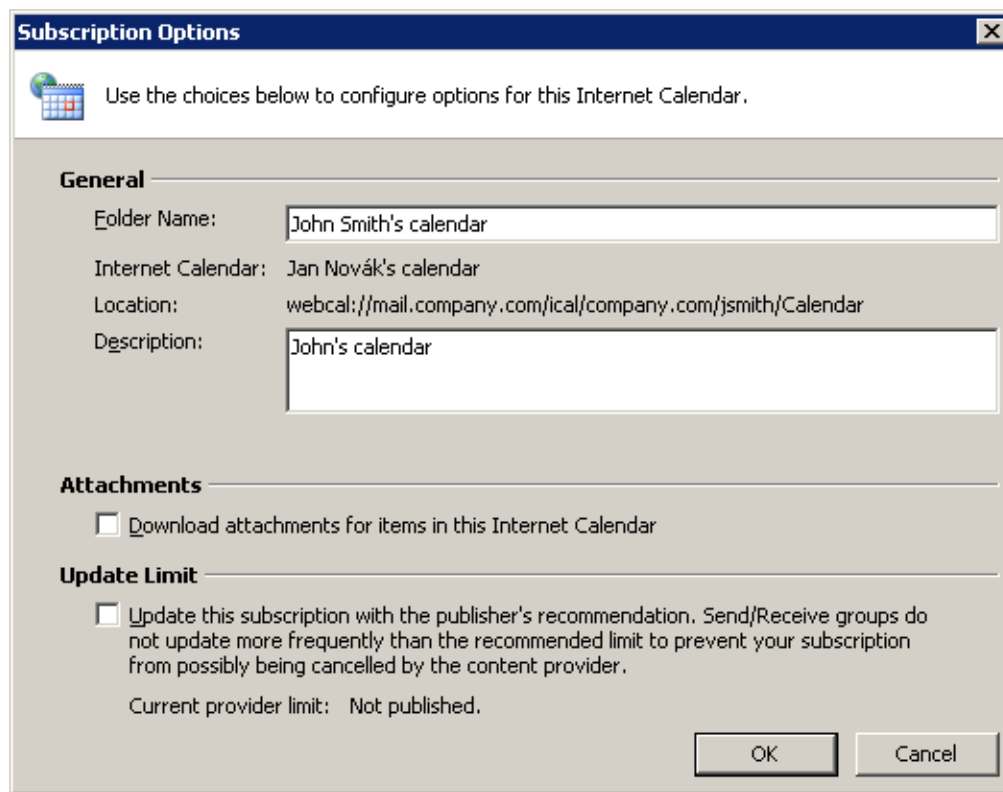


Figure 7.6 Subscription of a web calendar

**Web calendar**

Name of a calendar stored on the server.

**Location**

URL address where the calendar is saved.

**Description**

Any description of the calendar.

**Attachments**

Files attached to events are not supported in *Kerio MailServer*.

**Update limit**

Not supported in *Kerio MailServer*.

***Removal of subscribed calendars***

Subscription is removed automatically by deletion of the calendar:

1. Click on the calendar with the right mouse button.
2. In context menu, select *Delete 'calendar name'*.

### 7.2 Calendar publishing

Calendars can be published to the following stores:

- to a personal account in *Kerio MailServer*,
- to an account of another *Kerio MailServer* user (username and password are required unless the user creates a new calendar folder and shares it),
- to any WebDAV server in the Internet — the publication folder need rights for anonymous access.

Calendars can be published to *Kerio MailServer* as follows:

1. Right-click on the calendar and select the *Publish to Internet* → *Publish to WebDAV Server* option from the pop-up menu (see figure 7.7).

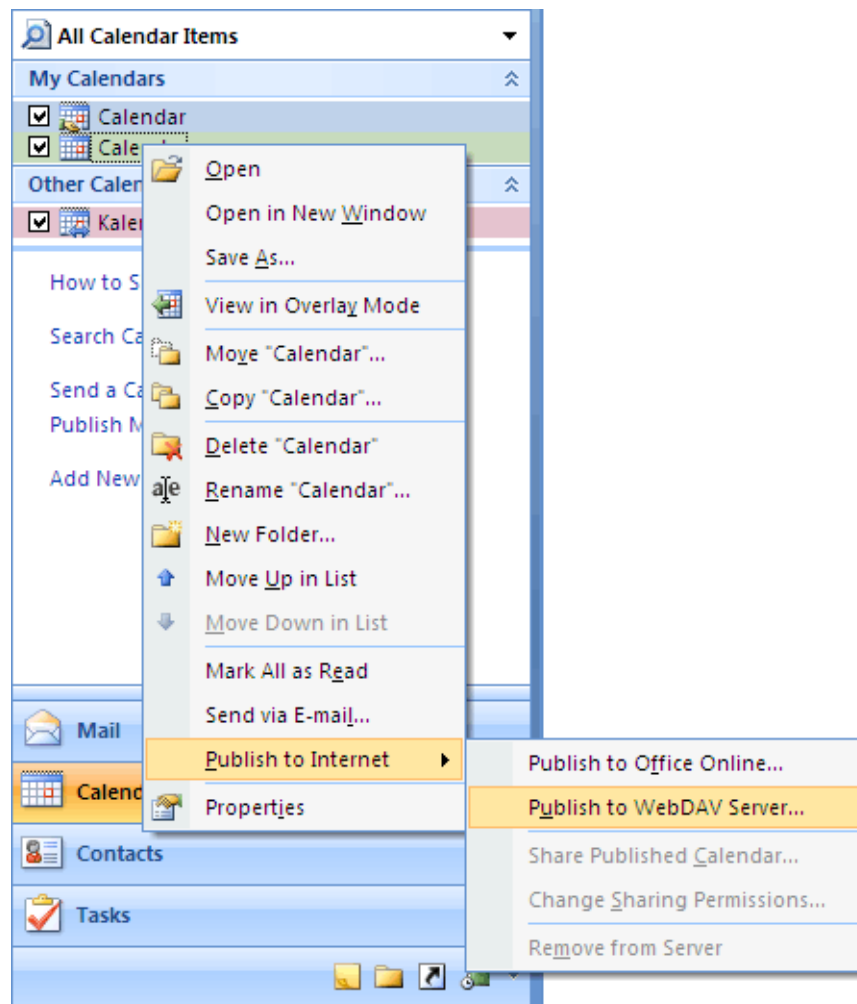


Figure 7.7 Calendar publishing

2. This opens a dialog where publishing parameters for the calendar can be defined (see figure 7.8):

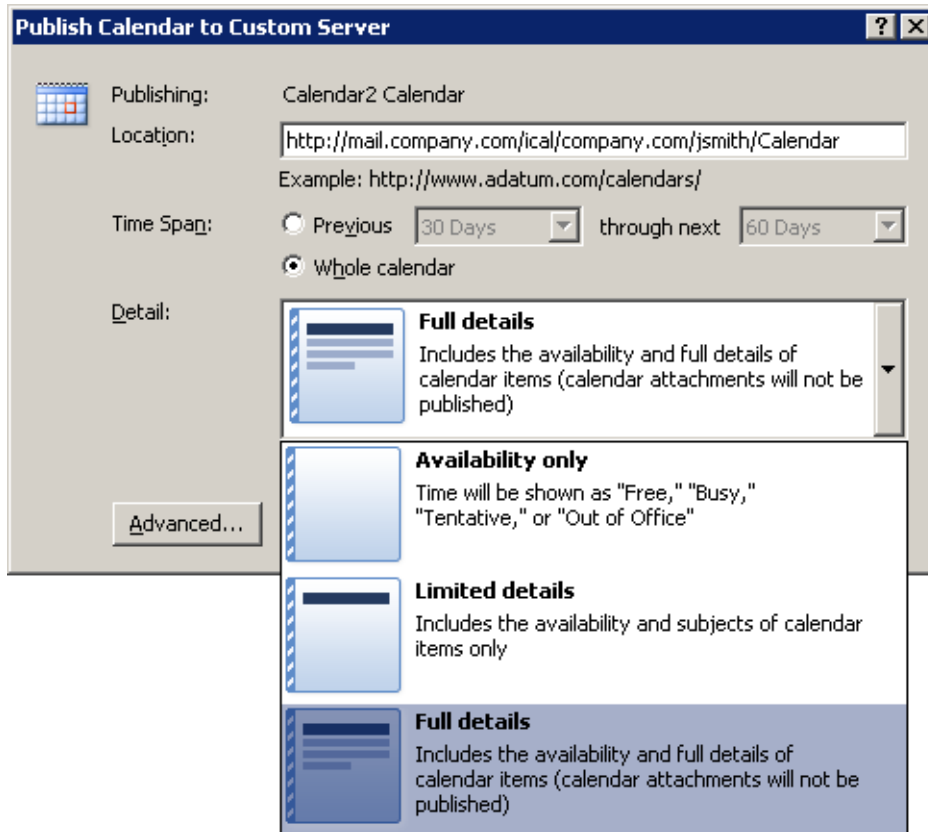


Figure 7.8 Publishing a calendar — publishing parameters

### Publishing

Name used for the publishing.

### Location

First, enter URL path to the store where the calendar will be published. For the URL specification, use the following pattern:

`http://server_name/ical[format]`

For better understanding, view the following examples:

To publish a calendar in the root folder (of a particular mailbox), enter URL in the following format:

`http://server_name/ical`

To publish a calendar as a subfolder of the calendar folder (of your mailbox), enter URL in the following format:

`http://server_name/ical/calendar`

To publish a calendar to the mailbox of another *Kerio MailServer* user, enter URL in the following format:

`http://server_name/ical/domain/user_name/folder_name`

It is also possible to publish a public calendar. The following URL format must be used:

`http://server_name/ical/public/folder_name`

### Time range

Time span taken by the published calendar.

### Details

This item includes a menu which allows to limit visibility of calendar items.

3. Click on *Next*. This opens the *Published Calendar Settings* dialog where additional publishing parameters can be set (see figure 7.9):

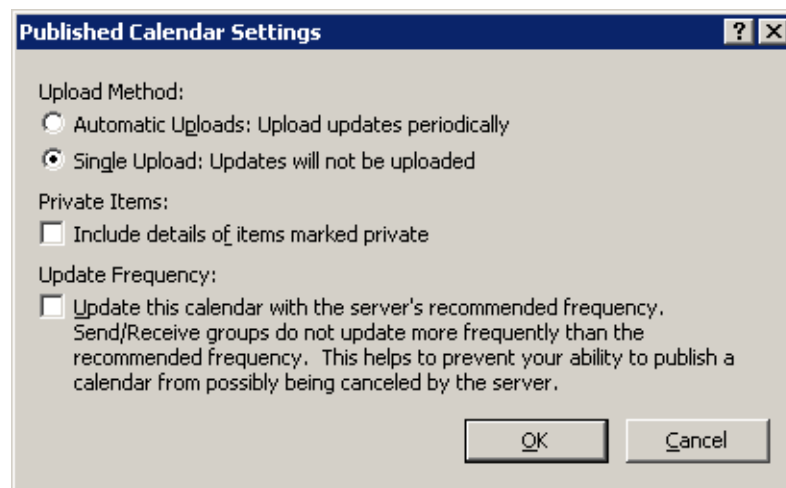


Figure 7.9 Publishing a calendar — publishing parameters

### Upload Method

This item allows setting of updates of the published calendar. It is possible to publish calendar only once and not to change it any more or to schedule up its updates. Automatic updates are set by default.

### Private items

This option allows including of private calendar items. By default, most private events are not published along with the calendar. If this option is enabled, private events are not hidden and they are displayed with all their details. Private items and their usage are addressed in section 1.7.4.

### **Update Frequency**

Not supported in *Kerio MailServer*.

4. Upon a successful publication of a calendar, a dialog is displayed informing users that an email message can be sent to users for whom the calendar has been published.

### ***Unpublishing of a calendar***

Calendars can be unpublished as follows:

1. Click on the calendar with the right mouse button.
2. In the pop-up menu, select the *Publish to Internet → Remove from Server* option.

## Chapter 8

# Support for Windows Calendar

---

*Windows Calendar* is a *Microsoft Corporation's* application used for calendar management on *Windows Vista*. This application enables to view events of multiple calendars in a single schedule and thus quickly identify conflicts in the time schedule. Calendars may be either stored on the disk or it is possible to subscribe for calendars stored at the web server. It is also possible to publish calendars on the web server.

*Kerio MailServer* supports publishing of calendars in user email accounts on the server and subscription of calendars stored in the mailbox from the *Windows Calendar*. In addition to subscription to their own calendars, users can also subscribe to calendars shared by other users.

*Warning:*

1. In *Windows Calendar*, subscribed calendars are available only in the read-only mode. Published calendars are available on the server for reading only (this implies that it is not edit published calendars when accessed by *Kerio WebMail*, for example).
2. The *Windows Calendar* application does not allow connection to more than one user account located on a single server at a time.
3. *Kerio MailServer* does not support tasks created and saved in *Windows Calendar*.

*Note:* If calendars published as subfolders of the default calendar called *Calendar*, all events will also be displayed in the *Free/Busy* calendar.

## 8.1 Subscription to calendars

It is possible to subscribe any calendar stored on the WebDAV server in the iCal format. This implies that it is possible to subscribe to calendars stored in *Kerio MailServer* and/or iCal calendars stored on any other WebDAV server supporting the iCalendar format.

To enable subscription of a calendar in *MS Outlook*, the calendar needs corresponding access rights.

If the calendar is located in *Kerio MailServer*, it depends whether it is your calendar or a calendar of another user. It is necessary that the calendar's owner shares the calendar (at least by enabling read rights).

Calendars can be subscribed through the *Share* → *Subscribe* menu:

1. To subscribe a calendar in *Kerio MailServer*, a valid URL is required (see figure 8.1). The address must follow this pattern:

`http://server_name/ical[format]`

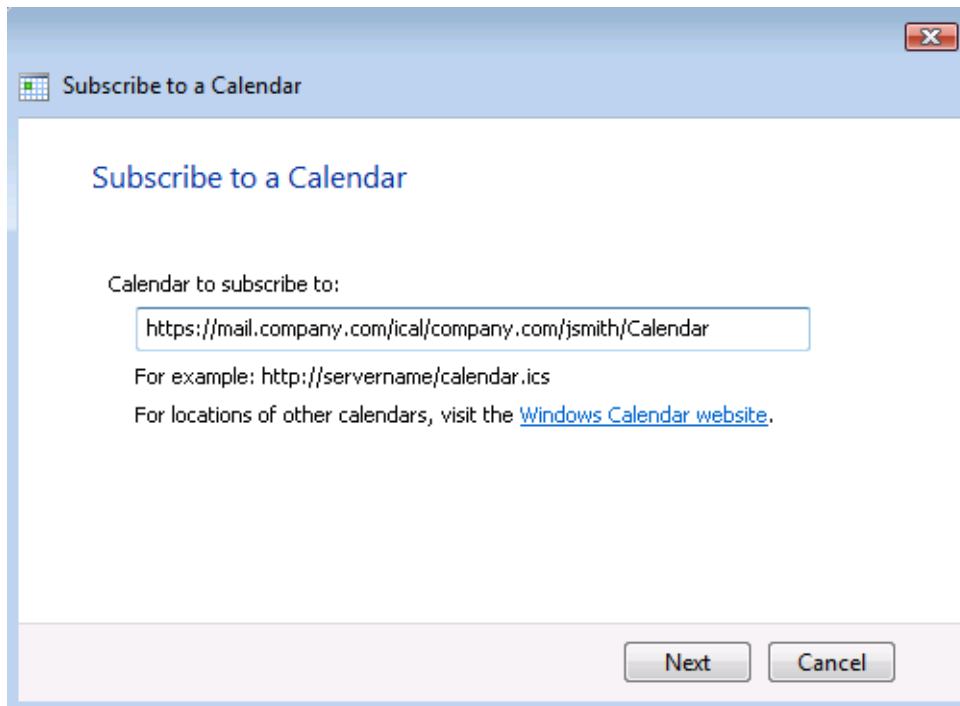


Figure 8.1 Subscription to calendars

For better understanding of the URL specification, view the following examples:

- To subscribe the default calendar folder which belongs to your mailbox in *Kerio MailServer*, enter the URL in the following format:

`http://server_name/ical`

for example:

`http://mail.company.com/ical`

- It is also possible to subscribe another user's calendar, if the user shares it for you. For the login URL, use the following pattern:

`http://server_name/ical/domain/user_name/calendar`

for example

`http://mail.company.com/ical/company.com/jsmith/PersonalCalendar`

- To subscribe the default calendar, use the following URL format:  
`http://server_name/ical/public`
- It is also possible to subscribe another user's calendar(s), if shared. The following URL format must be used:  
`http://server_name/ical/public/calendar_name`

Secured, SSL-encrypted version of the HTTP protocol can also be used for subscription to a calendar. Some servers may even require encrypted connection. In such cases, use the `https://` string instead of `http://`.

*Warning:* If SSL encryption is used, it is necessary that a valid SSL certificate is installed on the host.

2. Once a valid URL address is entered, click on *Next*.
3. This opens a window for specification of login username and password for connection to a *Kerio MailServer* account. When logged in successfully, the next page of the wizard is opened where other parameters of the subscribed calendar can be set (see figure 8.2):

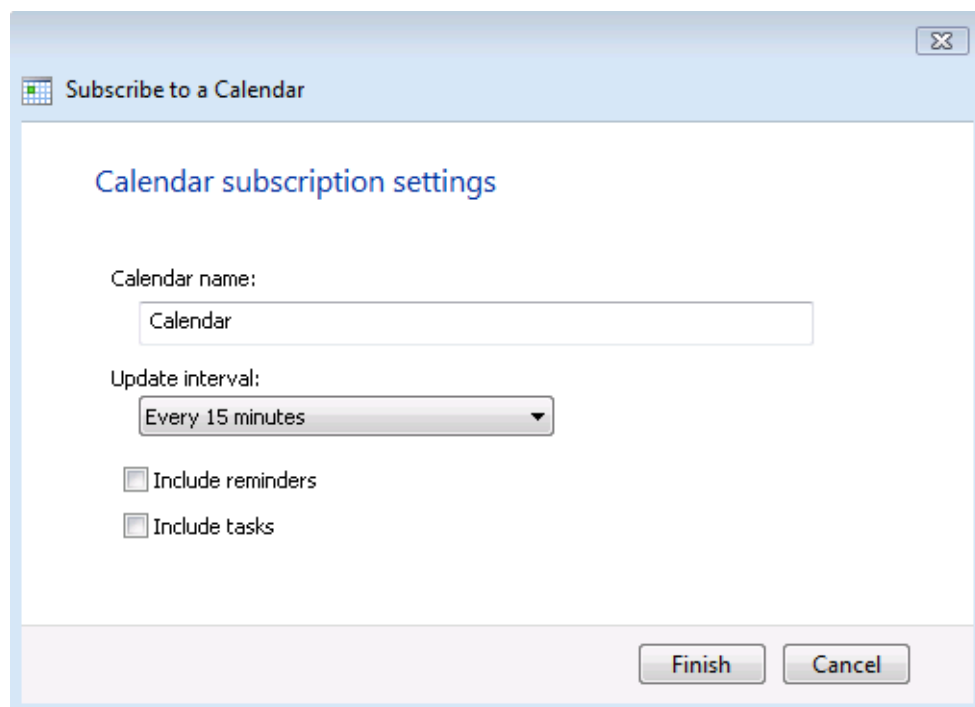


Figure 8.2 Subscription to calendars



**Calendar name**

Name of the calendar for reference in *Windows Calendar*. Name of the corresponding calendar folder as saved in *Kerio MailServer* is automatically filled in the entry. This name can be edited.

**Update interval**

The *Update interval* menu allows setting of regular refresh of the calendar.

**Include reminders**

The option allows including of reminders in the calendar subscription. However, subscription of reminders is not recommended. The calendar is in read-only mode and reminders cannot be closed.

**Include tasks**

Not supported in *Kerio MailServer*.

*Warning:* In *Windows Calendar*, subscribed calendars are available only for reading and it is therefore not possible to edit, add or remove individual events.

## 8.2 Calendar publishing

Calendars can be published to the following stores:

- to a personal account in *Kerio MailServer*,
- to an account of another *Kerio MailServer* user (username and password are required unless the user creates a new calendar folder and shares it),
- to any WebDAV server in the Internet

In their stores on the server, published calendars are available for reading only and it is therefore not possible to edit events or add new ones.

Calendars can be published through the *Share → Published* menu. This opens a dialog (see figure 8.3), where URL address can be specified and other publishing parameters can be set:

**Calendar name**

Name of the current calendar name is automatically filled in. It is possible to enter name of any calendar included in *Windows Calendar*.

**Location to publish calendar**

URL location where the calendar will be published must be specified in one of the following ways:

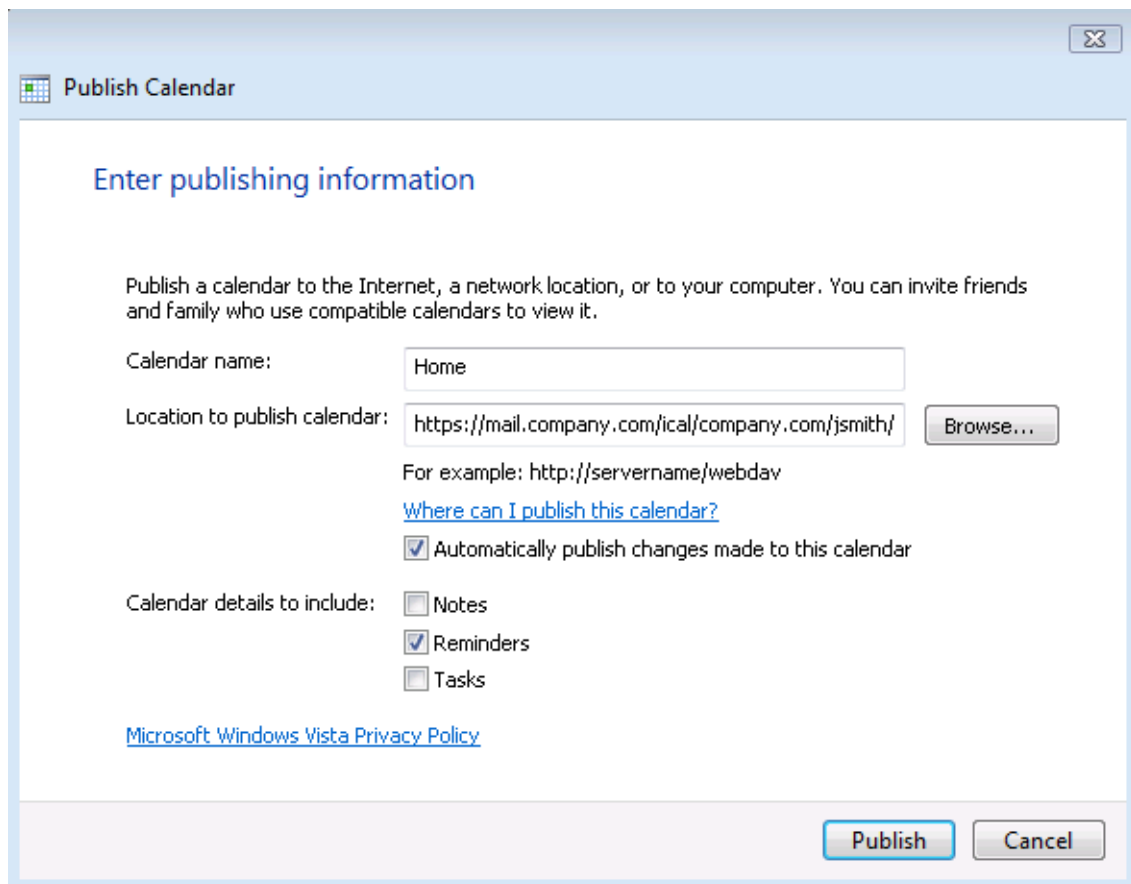


Figure 8.3 Calendar publishing

- To publish a calendar in the root folder (of a particular mailbox), enter URL in the following format:  
`https://server_name/ical`  
for example:  
`https://mail.company.com/ical`
- To publish a calendar in the calendar folder (of a particular mailbox), enter URL in the following format:  
`https://server_name/ical/calendar`

### Automatically publish changes made to this calendar

This option enables/disables automatic update of the published calendar. If this option is enabled, each change performed in *Windows Calendar* is automatically applied also in the calendar saved on the server.

### Calendar details to include

Several options are offered:

- *Notes* — enables synchronization of notes attached to events.
- *Reminders* — includes reminders in the synchronization process. However, publishing of reminders is not recommended. Calendars on the web are available only for reading and it will be therefore not possible to close subscribed reminders.
- *Tasks* — not supported in *Kerio MailServer*.

Clicking on the *Publish* button opens a window for connection to the email account by user password. It is recommended to specify username including the domain even if the user's account is located in the primary domain (see figure 8.4). After successful verification of the user information, the calendar is published in the *Kerio MailServer's* store.

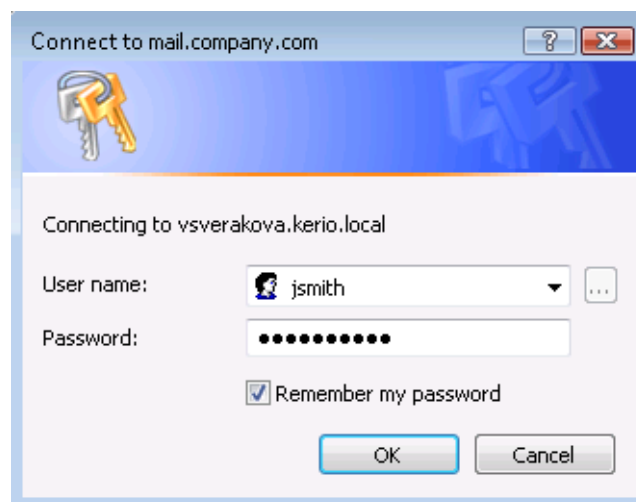


Figure 8.4 Connection to the email account

### Unpublishing of a calendar

Calendars can be unpublished as follows:

1. Click on the calendar with the right mouse button.
2. In the pop-up menu, click on *Stop Publishing*.

### 8.3 Sharing of calendars

Calendars published in *Kerio MailServer* can be shared with other users to make it possible for them to subscribe it in their *Windows Calendar* or to view it in *Kerio WebMail* (if they have an account in the same *Kerio MailServer*).

To share a calendar, follow these instructions:

1. Log in the *Kerio WebMail* interface.
2. Create a special calendar folder (e.g. `Shared_Calendar`). Creating of new folders in *Kerio WebMail* is addressed in chapter [1.10.5](#).
3. Share the folder with corresponding users.
4. Publish a *Windows Calendar* calendar to the folder just created. The URL for publishing will be as follows:

`http://server_name/ical/Shared_Calendar`

*Warning:* It is always necessary to share the entire folder in which the calendar is published. If only the calendar itself is published, the sharing will be removed upon next update (publishing of anew version). This is caused by the fact that calendars are recorded on the servers in the way that the original version of the calendar is removed first (including possible sharing) and then a new version is saved to the server.

## Chapter 9

# MS Entourage support

---

*MS Entourage* is an *MS Office 2004 for Mac* email client supported by *Kerio MailServer*. This support uses the interface for *MS Exchange* in *MS Entourage* and it includes:

- support for groupware data such as mail, calendars, contacts and public folders
- *Free/Busy* server for meetings management
- connection of various LDAP databases for contact look-up
- learning of the Bayesian filter by moving folders to Junk E-mail or INBOX (for detailed information, see chapter 5.7).

Cooperation of *Kerio MailServer* with *MS Entourage* is supported directly. This means that no extension is required to be installed at client stations. It is only necessary to set correctly the basic parameters for an *Exchange* account.

*Kerio MailServer* supports the following versions of the mail client:

- *MS Entourage X* for Mac OS X
- *MS Entourage 2004* and *MS Office 2004 for Mac sp2* — 11.3.3 for Mac OS X

*MS Entourage* must be installed on one of the following versions of Mac OS X:

- Mac OS X 10.3.9 Panther
- Mac OS X 10.4 Tiger

**Warning:** Each user profile in *MS Entourage* can be used for an only *Exchange* account. Any other account will be dysfunctional. Functionality of POP3 and IMAP accounts is not affected by the account settings.

## 9.1 Basic account settings

The settings differ according to what version of *MS Entourage* is used. For this reason, the settings will be described in two parts. First, setting of *MS Entourage* version X will be focused. Second, version 2004 with Service Pack 2 will be focused.

Versions X and 2004 of *MS Entourage* use different methods of accessing the server data. In *MS Entourage X*, messages are downloaded from server using the IMAP protocol and calendars with contacts are synchronized using WebDAV interface (Web Distributed Authoring and Versioning). *MS Entourage 2004* and higher uses WebDAV interface for downloading and sending of email messages as well.

Other differences are shown in table 9.1.

Character	MS Entourage X	MS Entourage 2004
Searching contacts via LDAP	YES	YES
Free/Busy support	YES	YES
Delegating folders	NO	YES
Support for public folders with contacts and calendars	NO	YES
Support for calendar and contact folders in a single account	NO	YES

**Table 9.1** Supported features

The differences in the Exchange settings are as follows:

### ***MS Entourage X***

*Entourage X* is configured according to the fact whether it is installed for the first time or the application has already been used and a new email account is just being created.

The *Entourage Setup Assistant* is started upon a successful installation of the application (or when a new profile is to be created). The wizard requires basic user information and it is necessary to follow it up to step seven. In step seven, it is possible to say that the email account will be set later (*I will set up my e-mail account later*). The configuration is not standard so that the account must be set by hand. Therefore, close the wizard at this stage.

The following section provides instructions for both those who are setting *MS Entourage* immediately after the installation and for those who have used *MS Entourage* for some time:

1. In the *Tools* menu, select *Accounts*.
2. The *Accounts* dialog which is divided into four tabs will be opened. Switch to the *Exchange* tab

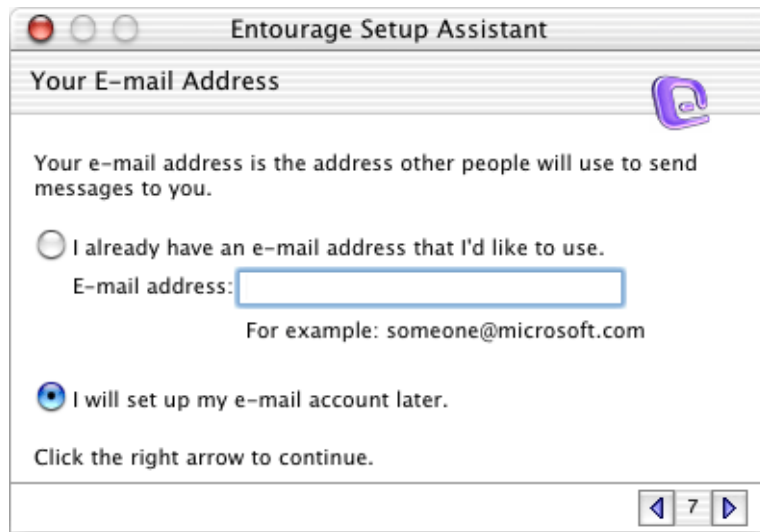


Figure 9.1 Entourage Setup Assistant

3. Click on the *New* button on the *Accounts* dialog box toolbar.
4. In the *Edit Account* dialog just opened, click on *Configure account manually*
5. to open the *Edit Account* dialog box. On the four tabs included in the window, set the following parameters:
  - *Account Settings* — the tab includes basic account parameters (see figure 9.2):

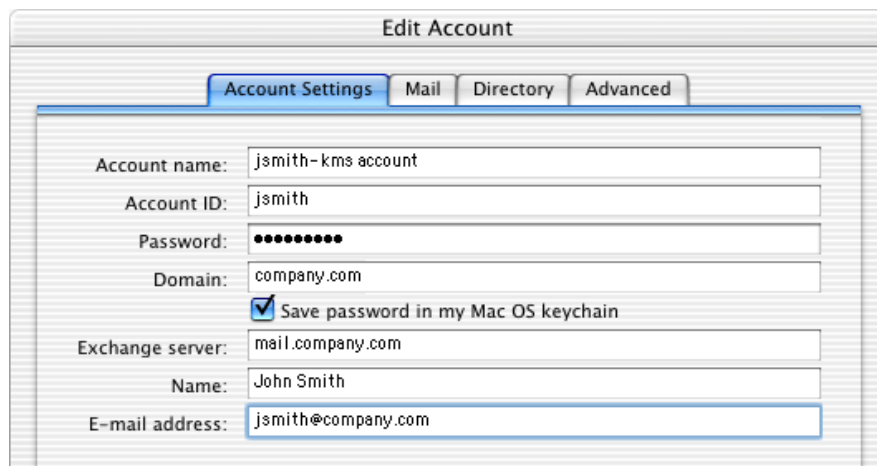


Figure 9.2 Manual account setting — basic settings

**Account name**

The name of the email account.

**Account ID**

Username used for login to *Kerio MailServer*. Username can be specified in two formats, either `user` or `user@domain`. If a user account is created in a domain which is not set as primary, use the `user@domain` pattern for specification of the username. Otherwise the user's attempts to connect to the LDAP database might fail.

**Password**

User password used in *Kerio MailServer*.

**Domain**

Name of the email domain where the user has an account.

**Exchange server**

DNS or IP address of the machine where *Kerio MailServer* is running.

**Name**

Any name (the first name and last name of the user is recommended) that will be displayed in the message header.

**E-mail address**

The email address of the user.

- *Mail* — enter DNS name or IP address of the SMTP server. In this case, it is the address of the host where *Kerio MailServer* is running (therefore, enter the same name as used in the *Exchange server* entry on the *Account Settings* tab).

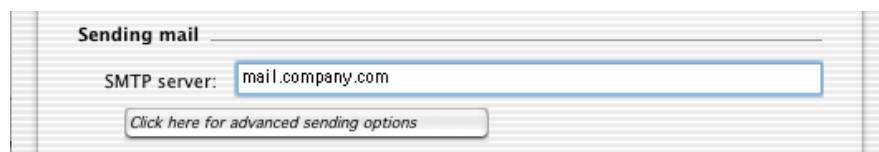


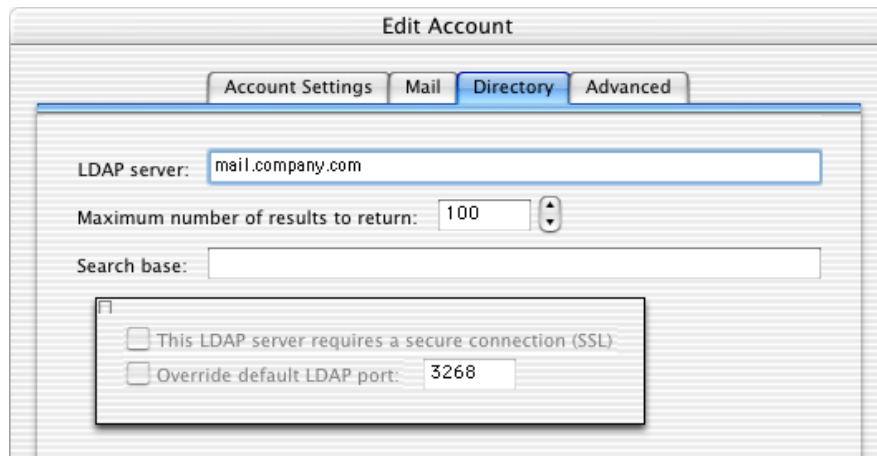
Figure 9.3 Manual account setting — SMTP server

- *Directory* — optional parameter.

If you want to search in contacts by using an LDAP server, use the *Directory* tab to specify DNS name or IP address of the LDAP server (i.e. use the same name as for the *Exchange server* entry on the *Account Settings* tab).

Click on *Click here for advanced options* and make sure that the *Override default LDAP port* option is disabled. If it is not disabled, searching in the LDAP database will not work.



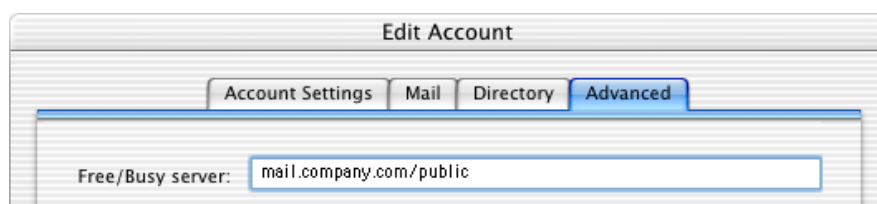


**Figure 9.4** Manual account setting — LDAP server

*Note:* *MS Entourage* supports only the default private Contacts folder. It does not support displaying of the shared version and the public contact folder and it also does not support private contact subfolders created in *Kerio WebMail*. However you can add addresses from these other Contact folders through an LDAP search when creating a new email (see chapter 9.2).

- *Advanced* — optional parameter.

On this tab, it is possible to enter a URL address to the *Free/Busy* server. The *Free/Busy* server is a public calendar that displays the free/busy data for all users that have an account in *Kerio MailServer*, and work with the calendar in *MS Entourage*, in *MS Outlook* or in the *Kerio WebMail* interface. For details on usage of the *Free/Busy* feature, see chapter 9.3.



**Figure 9.5** Manual account setting — Free/Busy server connection

If the *Free/Busy* server is enabled in the configuration of the corresponding account, it is possible to view free/busy state of all users while creating meetings.

### *MS Entourage 2004*

Whenever a new profile is created or right upon a successful installation of the application, the *Entourage Setup Assistant* is started automatically. It is recommended not to use this wizard to create a KMS (Exchange) account.

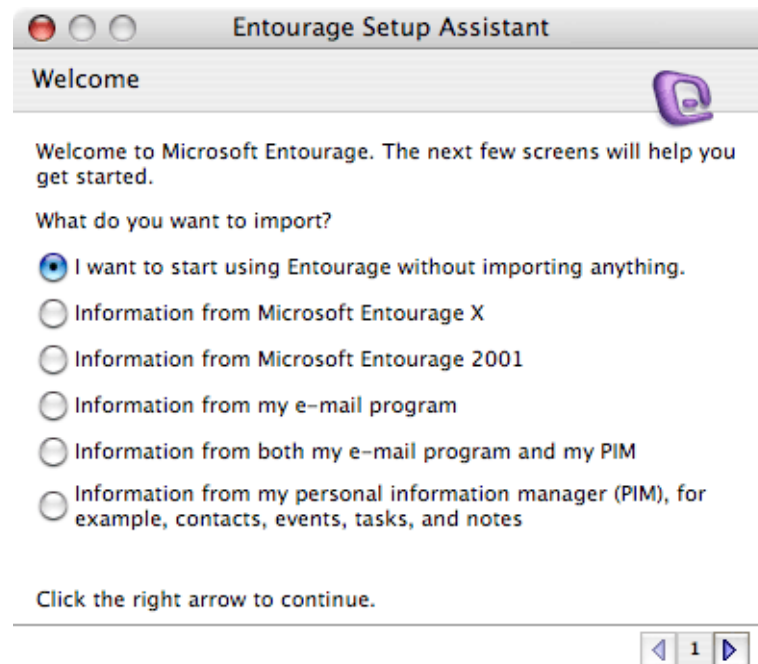


Figure 9.6 Entourage Setup Assistant

To set the account in *MS Entourage*, use *Tools* → *Accounts* menu (see figure 9.7):

1. Click on the *New* button on the *Accounts* dialog box toolbar.

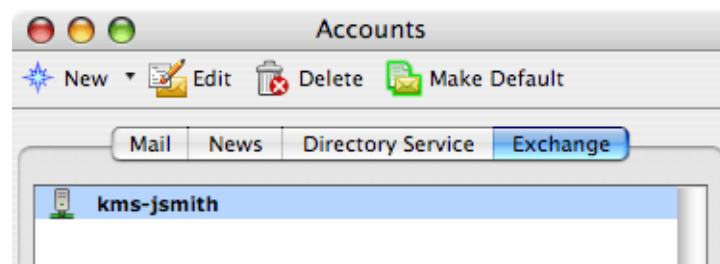


Figure 9.7 Accounts

2. This opens a dialog where new accounts can be created. The dialog includes the *Configure account manually* option. Click on this button to set an account.
3. This opens a dialog where an account can be set manually. Use some of the tabs to set an account parameters:
  - *Account Settings* — the tab allows specification of basic information about the user and the server which will be used for connections (see figure 9.8):

The screenshot shows the 'Edit Account' dialog box with the 'Account Settings' tab selected. The dialog has five tabs: 'Account Settings', 'Options', 'Advanced', 'Delegate', and 'Security'. The 'Account Settings' tab contains the following fields and options:

- Account name:** kms-jsmith
- Personal information**
  - Name:** John Smith
  - E-mail address:** jsmith@company.com
- Server information**
  - Account ID:** jsmith
  - Domain:** company.com
  - Password:** (masked with dots)
  - ☒ Save password in my Mac OS keychain
  - Exchange server:** mail.company.com
- You can also enter Outlook Web Access server addresses, such as <http://mail.example.com/exchange>, into the Exchange server field. For more information, contact your Exchange server administrator.
- ☐ This DAV service requires a secure connection (SSL)
- ☐ Override default DAV port: 80

At the bottom right are 'Cancel' and 'OK' buttons.

Figure 9.8 Manual account configuration — Account Settings

#### Account name

The name of the email account.

#### Name

Any name (the first name and last name of the user is recommended) that will be displayed in the message header.

**E-mail address**

The email address of the user.

**Account ID**

Username used for login to *Kerio MailServer*. Username can be specified in two formats, either `user` or `user@domain`. If a user account is created in a domain which is not set as primary, use the `user@domain` pattern for specification of the username. Otherwise the user's attempts to connect to the LDAP database might fail.

**Domain**

Name of the email domain where the user has an account.

**Password**

The password used for accessing your account in *Kerio MailServer*.

**Exchange server**

DNS name or IP address of the machine where *Kerio MailServer* is running. The traffic between *Kerio MailServer* and *MS Entourage* is usually maintained through the WebDAV interface (HTTP protocol) at port 80. If HTTP in *Kerio MailServer* is running on a non-standard port, it is necessary to enable the *Override default DAV port* option and change the port.

The traffic can also be secured by SSL. To encrypt the traffic, use the *This DAV service requires a secure connection (SSL)* option. When it is checked, the port in *Override default DAV port* is changed to port 443 (the default port for HTTPS). If another port number is specified, it is necessary to check also the *Override default DAV port* and change the port number to 443. Otherwise, connection to *Kerio MailServer* fails. It is also necessary to change the port if HTTP(S) protocol in *Kerio MailServer* communicates at a non-standard port. In such a case, it is necessary to specify the port number used by *Kerio MailServer* for HTTPS traffic.

- *Advanced* — use this tab to set connection to a *Free/Busy* and to a LDAP server (see figure 9.9):

**Public folder server**

In the entry, it is possible to enter a URL address to the *Free/Busy* server. The *Free/Busy* server is a public calendar that displays the free/busy data for all users that have an account in *Kerio MailServer*, and work with the calendar in *MS Entourage*, in *MS Outlook* or in the *Kerio WebMail* interface. For detailed information on usage of this feature, refer to chapter 9.3.

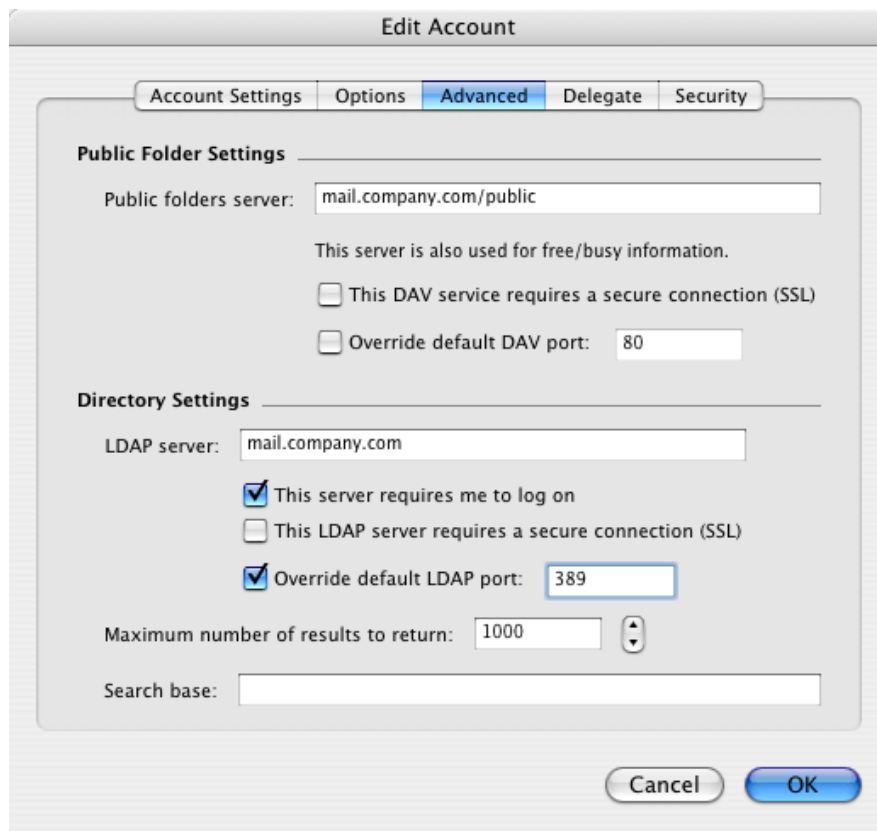


Figure 9.9 Manual account setting — Advanced

#### This DAV service requires a secure connection (SSL)

It is also possible to connect to the *Free/Busy* built in *Kerio MailServer* via secured SSL. If the HTTPS service in *Kerio MailServer* is running on a standard port, simply enable this option. The port in *Override default DAV port* is changed to 443 (see figure 9.18).

#### Override default DAV port

If *Kerio MailServer* communicates at a non-standard port, check this option and overwrite the port.

#### LDAP server

Enter DNS name or IP address of the LDAP server (typically the address of your *Kerio MailServer*) — see figure 9.9.

*Note:* *MS Entourage* supports only the default private Contacts folder. It does not support for displaying of shared (unless delegation is set) and public contact folders nor it supports private contact subfolders created in *Kerio WebMail* (unless they are shared and connected by delegation). However you can add addresses from these other Contact folders through an LDAP search when creating a new email (see chapter 9.2).

### **This server requires me to log on**

This option must be used if you want to use the LDAP database in *Kerio MailServer* since the LDAP server in *Kerio MailServer* does not allow anonymous connections.

### **This server requires a secure connection (SSL)**

Communication with the LDAP server in *Kerio MailServer* can be secured by SSL. If this encryption is used, it is also necessary to change the port in *Override default LDAP port* (standard port for LDAPS is 636).

### **Override default LDAP port**

By default, *MS Entourage* uses a non-standard port where the *MS Exchange* email client is run. Whenever a user connects to *Kerio MailServer*, they must change the port to the port on which the *Kerio MailServer's* LDAP service is running.

It is therefore necessary to check this option and enter the correct port number and every time. The standard port number for the non-secured LDAP is 389 and the standard port number for SSL-secured LDAP is 636. If the LDAP service in *Kerio MailServer* is running on a non-standard port, specify the port used by the LDAP(S) service in *Kerio MailServer*.

## **9.2 Connection to the LDAP server**

*MS Entourage* enables connection to any number of LDAP databases for contact look-ups. New LDAP can be added on the *Directory Service* tab in *Tools → Accounts*:

### **Account name**

Name of the account, used for reference only.

### **LDAP server**

DNS name or IP address of the computer where LDAP server is running (e.g. mail.company.com or 192.168.1.10).

### **This server requires me to log on**

This option must be used if you want to use the LDAP database in *Kerio MailServer* since the LDAP server in *Kerio MailServer* does not allow anonymous connections.

- *Account ID* — user name. When connecting to the *Kerio MailServer's* LDAP database, it plays a role whether the user is created in the primary domain. If the user is created in a domain which is not primary, the username must include the domain for the specification. This implies that the *Account ID* pattern will be as follows: user@domain (jwayne@company.com). If the user is created in the primary domain, simply use the user (jwayne) pattern for the specification.
- *Password* — user password

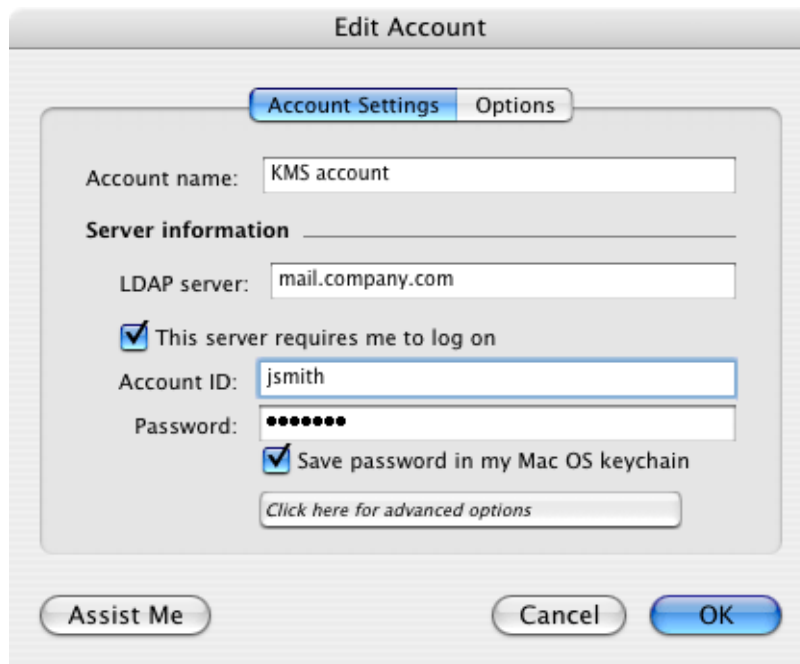


Figure 9.10 LDAP settings

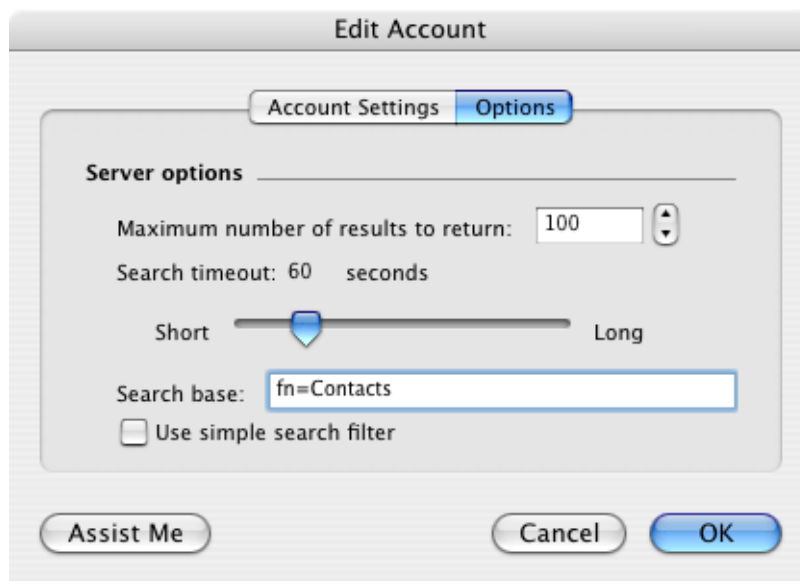


Figure 9.11 LDAP settings

### Search base

Specify a location of contacts in the LDAP database (see above). If the entry is not specified, all subscribed contact folders will be searched through.

If you want to access all private and subscribed shared and public folders, leave the entry blank or enter

`fn=ContactRoot`

More precise specification of searched section of the LDAP database enables to access only some types of contacts. To better understand various alternatives, read the following examples:

- `cn=jsmith@company.com,fn=ContactRoot`  
(the look-up will be performed only in folders of the `jsmith@company.com` user)
- `fn=personal,fn=ContactRoot` (only folders of the user currently connected to the LDAP server will be searched through. This option is identical with the previous one, however, it is not necessary to specify username (or email address) of the user. This option may be helpful for example when configuring multiple clients, etc.)
- `fn=public,fn=ContactRoot`  
(only public contact folders will be searched through)
- `fn=Contacts,cn=jsmith@company.com,fn=ContactRoot`  
(only the Contacts folder of the `jsmith@company.com` user will be searched through)
- `fn=PublicContacts,fn=public,fn=ContactRoot`  
(only the public PublicContacts folder will be searched through)

### 9.3 Scheduling of meetings

As well as in *Kerio WebMail* (see section 1.7.7) and *MS Outlook* (section 5.9), in *MS Entourage* it is also possible to schedule meetings using the Free/Busy server built in *Kerio MailServer*.

*Free/Busy* server is a special tool allowing us to see when other participants of a meeting are busy or free for the meeting. To see whether the participant is free or not, go to the edit dialog's *Scheduling* tab (see figure 9.12).

*Free/Busy* server exploits information on user's free time from the calendar of the particular user. However, the meeting initiator can only see when the attendee is free or busy. It is not possible to view particular details on the user's activities.

The *Free/Busy* feature also provides information on how much busy the user is. Degree of user's busyness is suggested by the color. The color key is shown at the bottom of the *Scheduling* tab.



This implies that this type of calendar is perfect for planning of meetings and sessions. The user who adds a new meeting can view when the people involved are free or busy. It is therefore not necessary to ask individual users when they are free. However, the following conditions must be met to enable this function:

- all users must have an account in *Kerio MailServer*,
- the users involved must manage their events by a calendar in *MS Entourage*, in *MS Outlook* (with the *Kerio Outlook Connector*) or in *Kerio WebMail*.

The *Free/Busy* calendar displays all meetings and events included in the default calendar folder and its subfolders. If you want that some events (e.g. items of a private calendar) are not shown in the *Free/Busy* calendar, create a new calendar folder out of the branch of the default calendar and its subfolders.

### *Using the Free/Busy calendar for meetings*

If URL address for connection to the *Free/Busy* server is enabled for an account in its configuration (see chapter 9.1), users can easily choose the best time for their meetings. The *Scheduling* tab provides a list of all members of a particular meeting (with the *Invite* option) and time they are free or busy. The busyness of individual users is shown by different tints of blue. The *Free/Busy* server marks users for whom no information is available with grey (users who do not have an account on the same server, etc.).

*Warning:* It is necessary to specify each user by their usernames and domains (username@domain). Aliases cannot be used to display *Free/Busy* information.

The purple box represents the meeting suggested. The window can be moved, extended or narrowed by the mouse pointer.

*Warning:* For a successful connection to the *Free/Busy* server, it is necessary to specify the *Subject* entry on the *Appointment* tab.

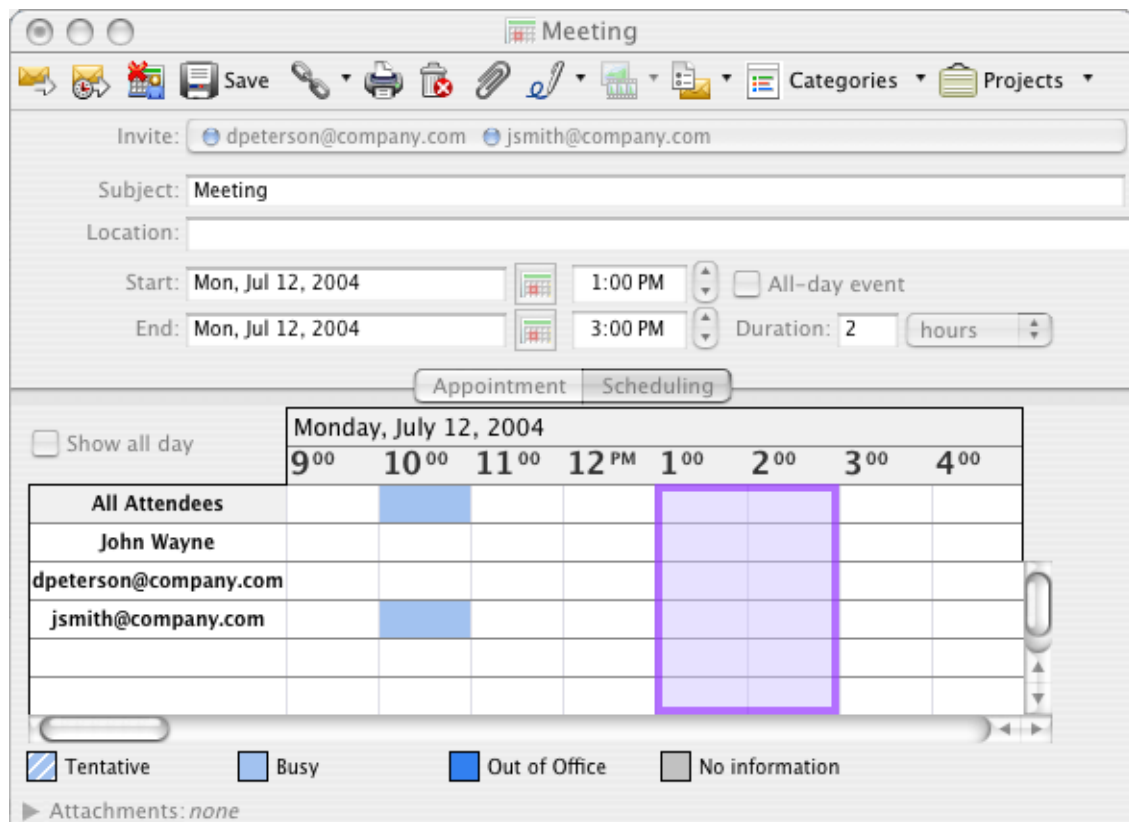


Figure 9.12 Usage of the Free/Busy calendar

### 9.4 Spam

Spam messages are mostly represented by advertisements. Spam are usually sent in bulk and the recipient addresses are obtained by illegal means (e.g. by tapping the network communication). In their wilder modifications, spams may also distribute and seed dangerous viruses.

*Kerio MailServer* contains a sophisticated antispam filter. The filter is designed so that it can recognize specific attributes of spam from the message contents (spam messages usually contain specific keywords that can be recognized and counted by the filter). Each message is assigned a numeric score; if this value exceeds the limit set in *Kerio MailServer*, the message is marked as spam.

The spam filter may let some spam messages through from time to time by mistake (their score is low) and mark some regular messages as spam (their score is too high). For the reasons above, the antispam filter allows modification to the database used for recognition of spam messages. This method, however, requires user input. Users have to reassign the incorrectly evaluated messages to correct types (spam / non-spam) so that the filter learns to recognize them in the future.

Messages which were marked incorrectly can be re-evaluated by moving them in corresponding folders. To be specific, to mark a message as spam, move it to the *Junk E-mail* folder. To mark a message as not spam, move it to *Inbox*.

*Note:* In *MS Entourage*, messages marked as spam are also marked by specific visual signs. For example, the line representing the message has a different colour (grey). However, these methods of spam-marking are not applied to messages moved manually. Such messages are distinguished as spam or not spam correctly by the server, but they are not changed visually. This implies that messages marked as spam are still displayed as spam and also displaying of messages marked as non-spam is not changed by moving them in the *Junk E-mail* folder.

### 9.5 Delegating folders and their connection in MS Entourage 2004

Delegating is similar to sharing which allows for assigning access rights (reading, writing, administration) for selected folders to any user of the same domain. These two types differ in method of their connection. In case of sharing, user has to connect folder by folder, whereas in case of delegation, user connects the entire account where he/she can see only folders enabled by appropriate rights. The main advantage of delegation is more transparent viewing of connected folders, especially when one user delegates multiple folders for another users.

The following folder types can be delegated:

- email
- calendars
- contacts
- email, calendar and contact public folders

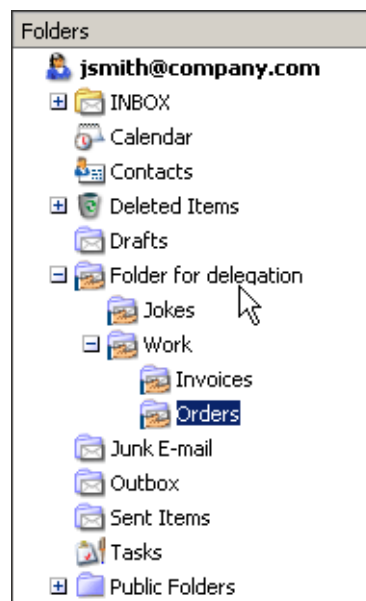
#### *Delegation settings*

In *MS Entourage*, folders can be delegated only in the version with service pack version2. If *MS Entourage* does not include the appropriate service pack update, it is necessary to set sharing via the *Kerio WebMail* interface or in *MS Outlook* extended by the *Kerio Outlook Connector*. Folders can be delegated simply by adding appropriate rights to a user. Sharing of folders is addressed in chapter [1.10.5](#).

When delegating folders, rights cannot be granted to folders of lower levels of the tree. It is necessary that the folders are shared up to the highest level (the highest folder must be saved right under the root folder). If folders which are save in a non-shared

folder, the user to which the folders are delegated cannot see and access these folders in *MS Entourage*.

For security reasons, it is not recommended to delegate for example the *INBOX* folder. It is recommended to delegate a new folder created from the root folder instead. All folders to be delegated must be moved to the new folder. Now, it is secure to grant access rights (see figure 9.13).



**Figure 9.13** Tree structure in Kerio WebMail — an example of a correctly created structure of delegated folders

In *MS Entourage 2004* with service pack version 2, unlike in the previous version, it is possible to delegate folders right in *MS Entourage*. The standard delegation tool cannot be used in this case, however, it is possible to delegate folders by standard sharing (see figure 9.14).

In *MS Entourage*, it is possible to share any folder which includes at least one item (an email message, an event or a contact). Check the following example:

1. Use the mouse pointer to select a folder to be shared with another user.
2. Open the folder's context menu (hold the *Ctrl* key and click on the folder) and select *Sharing*.
3. This opens a dialog where a user can be added and access rights for the folder can be assigned (see figure 9.14).

To allocate rights, use the *Permission level* menu. The menu includes multiple options, however, only three can be used for configuration of rights in *Kerio MailServer*:

- Owner = administration rights
- Editor = editing is allowed
- Reviewer = for reading only

It is recommended not to use the other options.

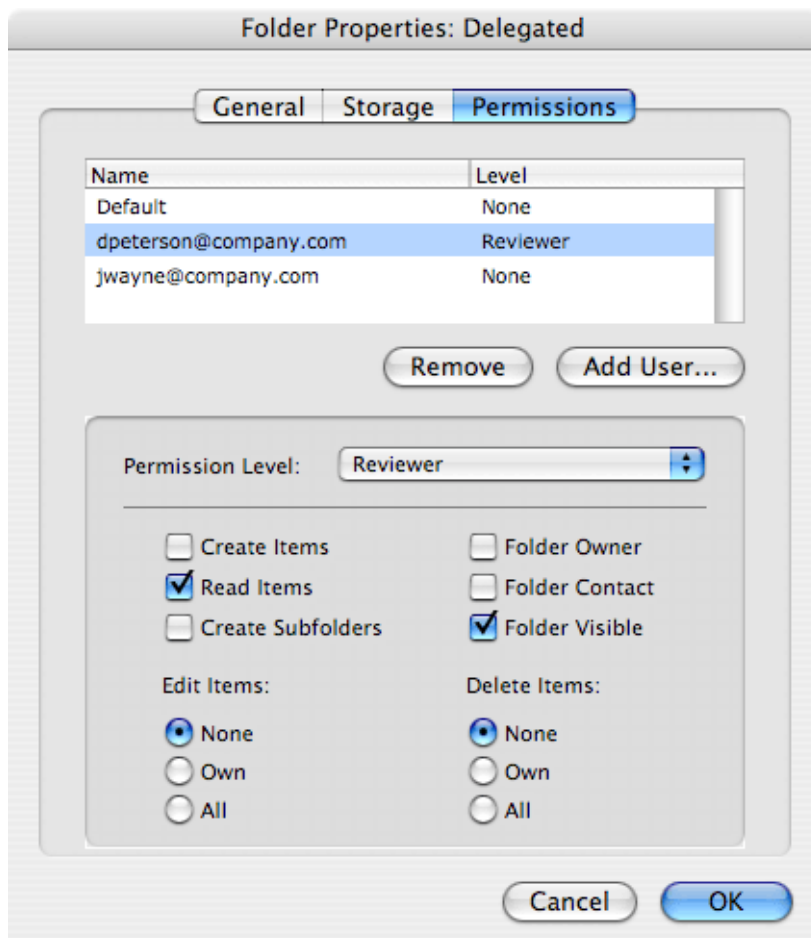


Figure 9.14 Sharing folders

### Login

The following conditions must be met for subscription of delegated folders:

- Both users (delegator and subscriber) must use account in a single *Kerio MailServer* and they must belong to the same domain.

This rule does not apply to cases where users subscribe a public folder which is shared by all domains. This may involve users of any *Kerio MailServer* domain.

- The delegator must set appropriate access rights for the folder in *MS Entourage* (by standard sharing methods), in *Kerio WebMail* or in *MS Outlook*.
- The subscriber's KMS (Exchange) account in *MS Entourage* must be set as primary.

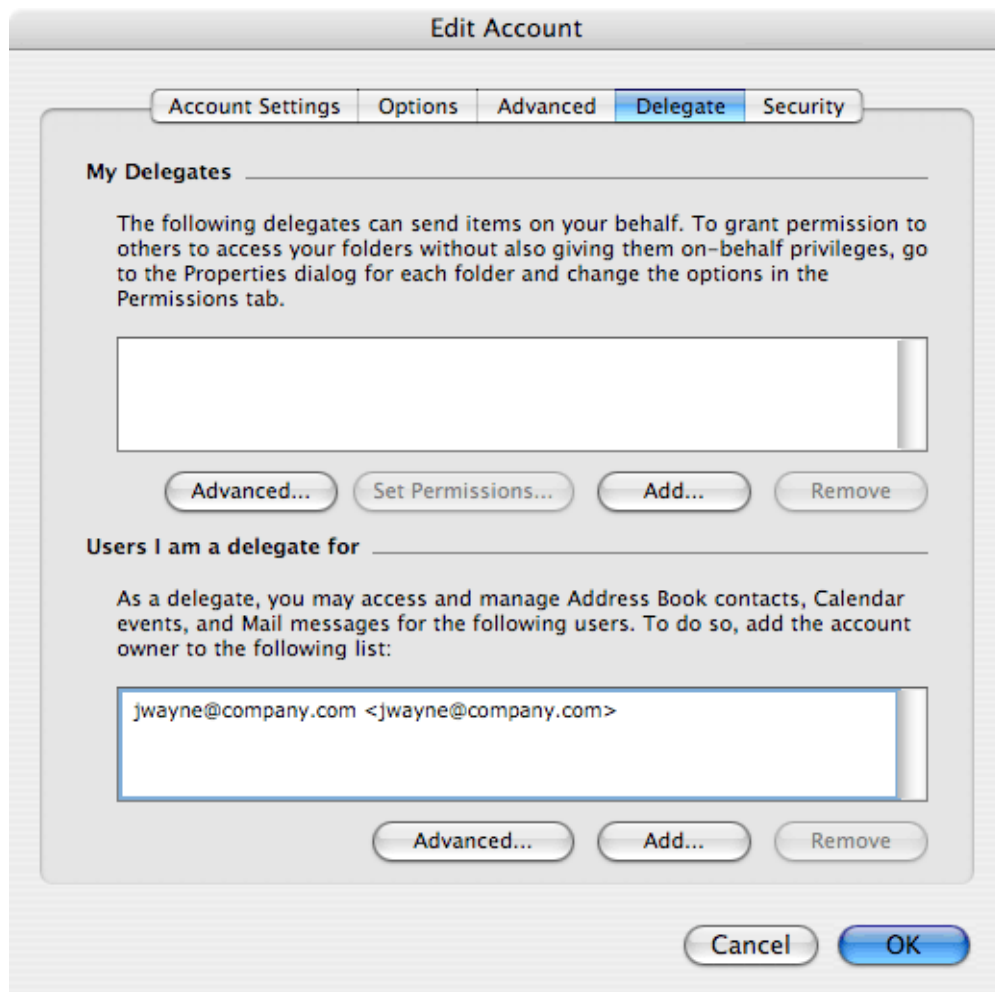


Figure 9.15 Connecting delegated folders

If the conditions are met, specify the username of the delegator on the *Delegate* (see figure 9.15) tab in the *Tools* → *Accounts*.

If the delegation is set correctly, the folders added appear in the folder tree in the main *MS Entourage* (see figure 9.16) window and it can be used in accordance with the rights assigned.

The way of displaying calendars and contacts differs from the previous version. If contacts or calendars were delegated, these folders will be displayed separately. Delegated calendar folders will be displayed in the calendars section, while delegated contact folders will be displayed in the contacts section.

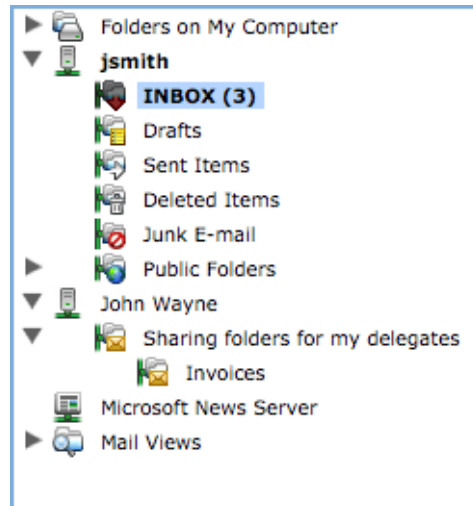


Figure 9.16 Delegated folders in the tree

If subscription of delegated folders does not work, check whether the configuration of the account meets all the conditions described above.

## 9.6 Secure communication of Kerio MailServer with MS Entourage

The communication between *Kerio MailServer* and *MS Entourage* can be protected by the standard SSL encryption protocol. It is possible to secure communication via the WebDAV interface as well as requests and responses between *MS Entourage* and the LDAP server built in *Kerio MailServer*. Settings differ for each version of *MS Entourage*. Here you can find description of both alternatives:

### **Settings in MS Entourage 2004**

To set WebDAVS in *MS Entourage 2004*, follow these steps:

- On the *Account Settings* tab in *Tools* → *Accounts*, enable the *DAV service requires secure connection (SSL)* option (see figure 9.17).

*Note:* Enabling the *This DAV service requires a secure connection (SSL)* option also changes the standard port for HTTP service to the HTTPS port. Generally, it is therefore not necessary to change the port by hand.

- If the HTTPS service in *Kerio MailServer* is running on another port than the standard port 443, it is necessary to enable the *Override default DAV port* option and change the port by hand.

**Edit Account**

Account name: kms-jsmith

**Personal information**

Name: John Smith

E-mail address: jsmith@company.com

**Server information**

Account ID: jsmith

Domain:

Password: .....

☒ Save password in my Mac OS keychain

Exchange server: mail.company.com

You can also enter Outlook Web Access server addresses, such as <http://mail.example.com/exchange>, into the Exchange server field. For more information, contact your Exchange server administrator.

☒ This DAV service requires a secure connection (SSL)

☐ Override default DAV port: 443

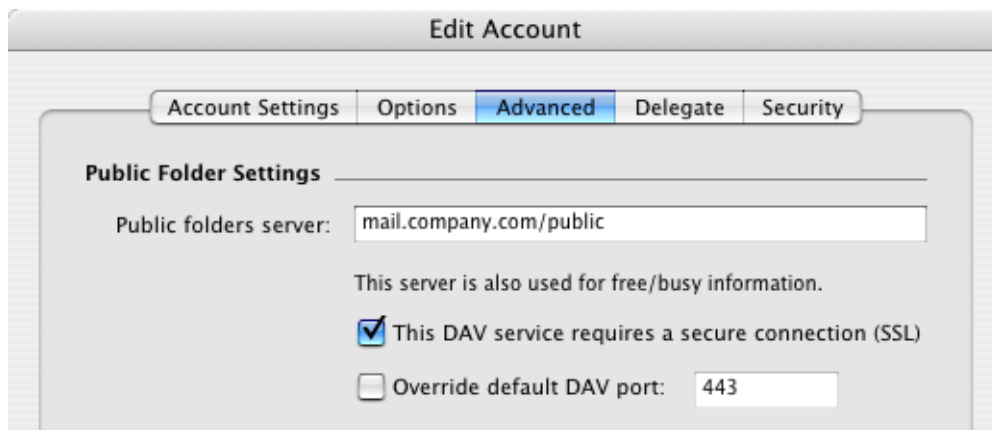
Cancel OK

Figure 9.17 Setting the secure WebDAV



Connection to the *Free/Busy* server built in *Kerio MailServer* can also be SSL-secured. The connection between a client and the *Free/Busy* server is handled via the WebDAV interface. Therefore, the traffic can be secured by setting of the secure version of the DAV protocol. To set this, go to the *Advanced* tab under *Tools* → *Accounts* and enable the *This DAV service requires a secure connection (SSL)* option.

*Note:* Enabling the *This DAV service requires a secure connection (SSL)* option also changes the standard port for HTTP service to the HTTPS port. Generally, it is therefore not necessary to change the port by hand.



**Figure 9.18** Setting secure version of WebDAV for connections to the Free/Busy server

Setting of LDAPS in *MS Entourage* is also very simple:

- On the *Advanced* tab in *Tools* → *Accounts*, enable the *This LDAP server requires a secure connection (SSL)* option.
- It is also necessary to enable the *Override default LDAP port* option and overwrite the port number to the port where the LDAPS in *Kerio MailServer* is running (standard port for LDAPS is port 636).

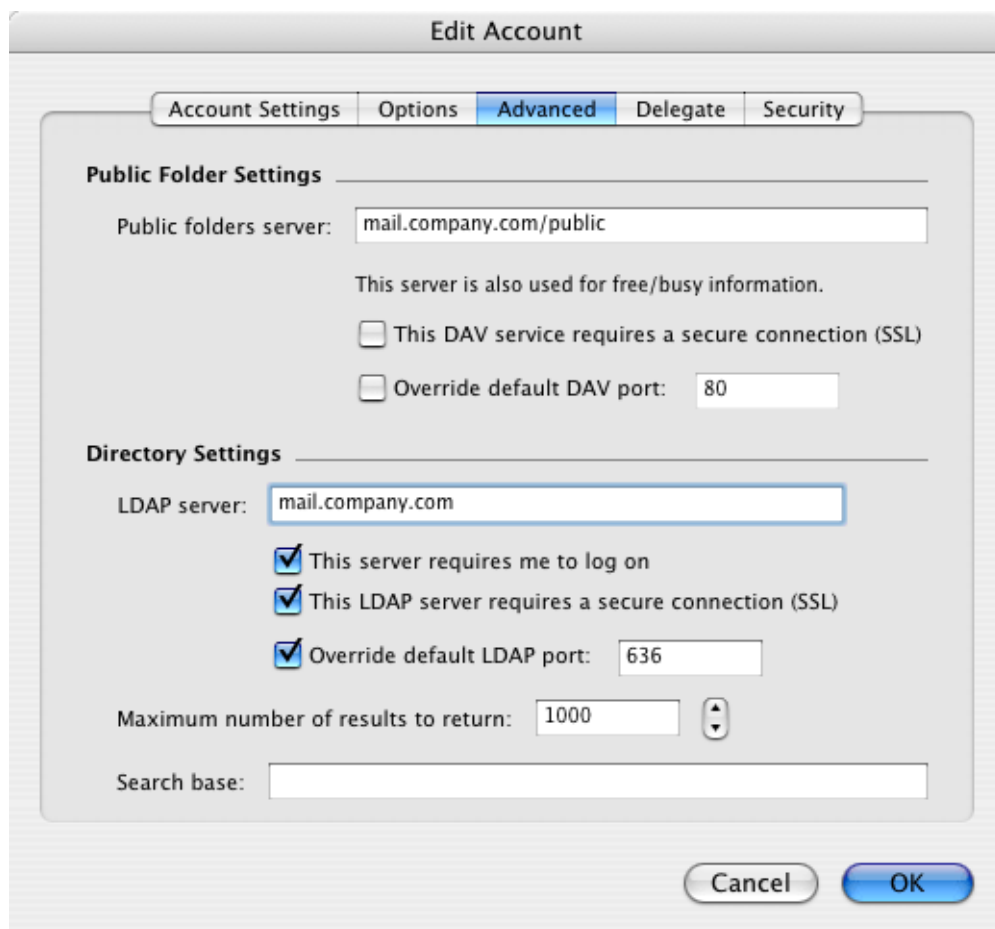


Figure 9.19 Setting the secure LDAP

### Importing SSL certificate

This chapter describes the situation where *Kerio MailServer* uses a self-signed certificate and a user tries to connect to it via SSL (DAVS and LDAPS in *MS Entourage*).

The security system of MacOS X does not trust certificates which are not signed by a trustworthy certification authority (so called self-signed certificates). *Kerio MailServer* uses the self-signed certificate by default. To make Mac OS X systems accept the *Kerio MailServer's* self-signed certificate, do the following:

1. Run *Safari* and specify the corresponding URL to login to *Kerio WebMail*. SSL-secured protocol must be used for the connection to the server. This implies that the URL should start with `https://` (example: `https://mail.company.com/`).
2. Before the *Kerio WebMail's* login page is opened, an alert is displayed informing that the system is not able to authorize the server to which you are connecting since the certificate is authorized by an unknown authority (see figure 9.20).



Figure 9.20 Alert on an untrustworthy certificate

3. The alert dialog contains the *Show certificate* button. Click on it to show the certificate (see figure 9.21).

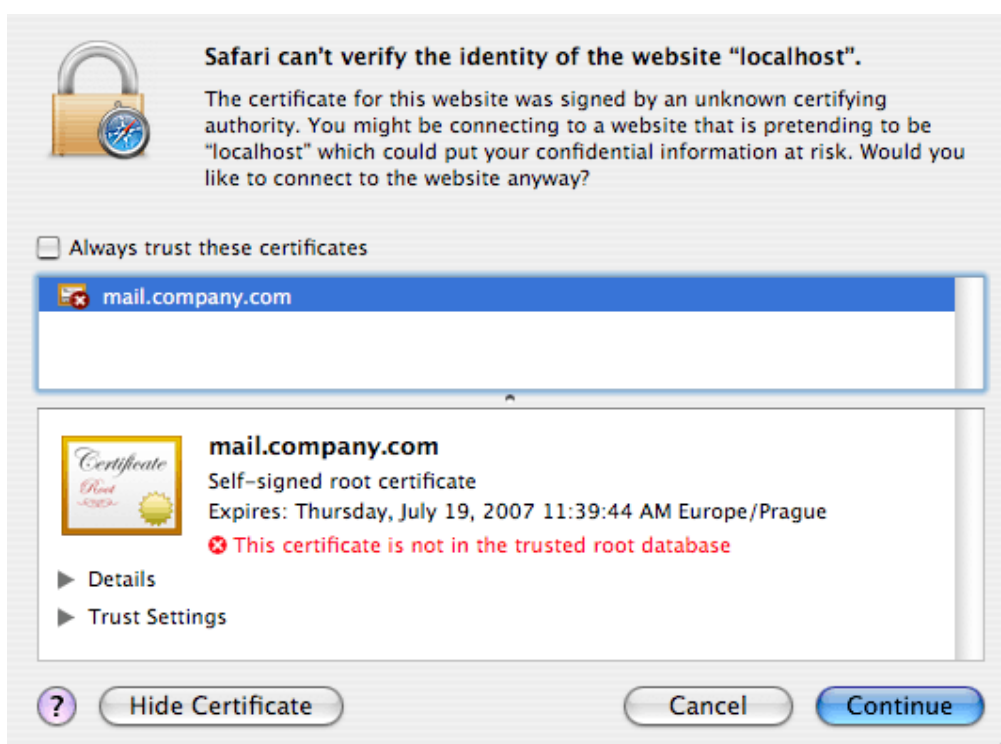


Figure 9.21 Certificate Details

4. Use the mouse pointer to move the certificate's icon to the desktop, as shown at figure 9.22.
5. On the desktop, click on the certificate. In the *Add Certificates* dialog box (see figure 9.23), select the *X509Anchors* store type in the *Keychain* menu. The *X509Anchors* store includes saved certificates which can sign and thus make trustworthy other certificates. It also stores all trustworthy certificates.<sup>7</sup>

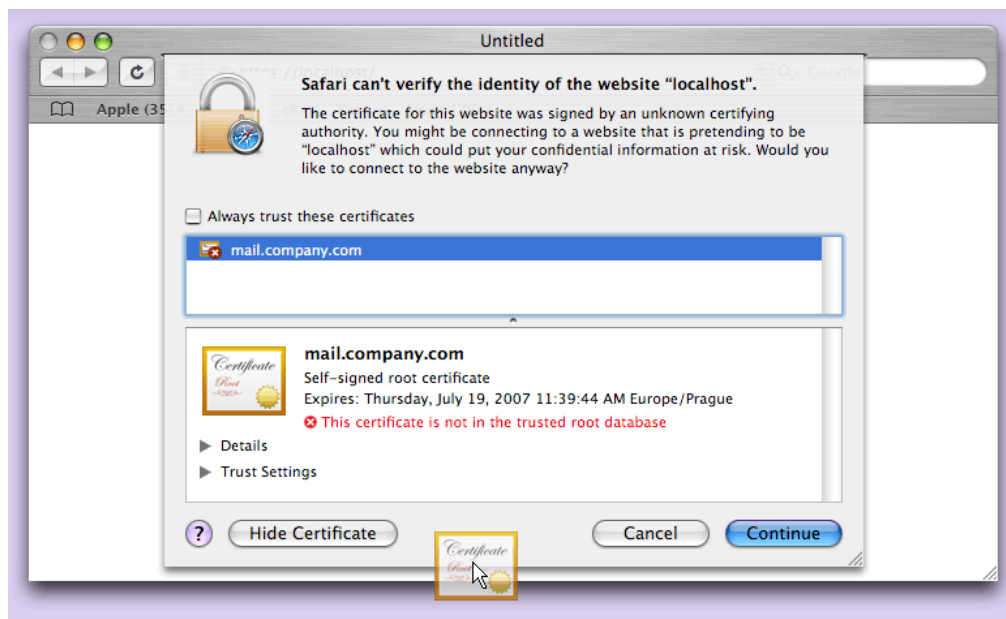


Figure 9.22 Moving the certificate to the desktop

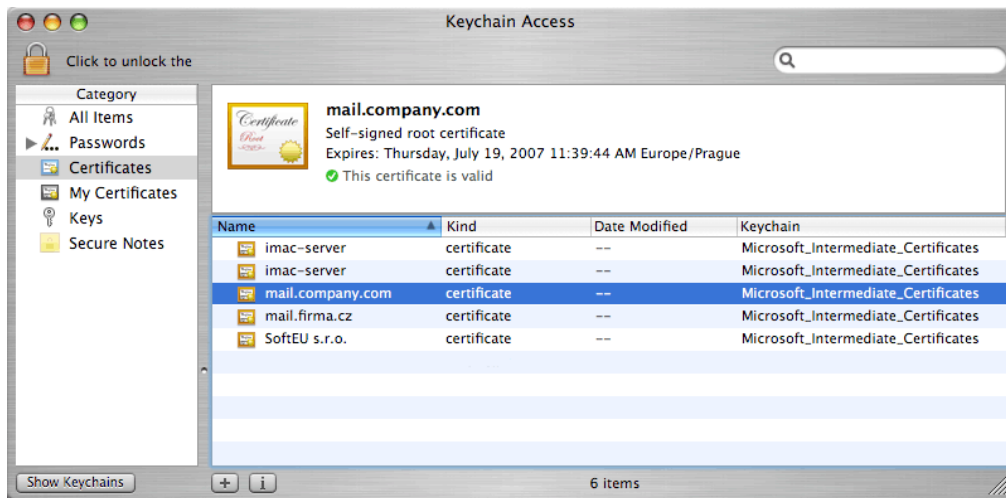


Figure 9.23 The Add Certificates dialog box

6. Administration password is required if you are not logged in as a root user or as an administrator.
7. Along with the *Add Certificates* dialog, the *Keychain Access* store is opened. If not, it can be found in *Applications* → *Utilities* → *Keychain Access*.

<sup>7</sup> Certificates work only if they are in the X509 format, encoded by Base64. If a certificate does not meet these conditions, it is possible to convert it by a special application, *Microsoft Cert Manager*. This application can be found under *Applications* → *Microsoft Office* → *Office* → *Microsoft Cert Manager*. However, in this case usage of the application would be irrelevant. *Kerio MailServer* creates certificates in the X509 format, encoded by Base64.

8. In the *Keychain Access* application, switch to the *Certificates* tab.
9. Move the certificate from the desktop to the *Keychain Access* application's window. Check that the moved certificate is included in the certificate list (see figure 9.24).



**Figure 9.24** Keychain Access — the Certificates tab

*Note:* If the SSL communication still fails, try to create a new self-signed certificate in *Kerio MailServer* and retry to establish the connection.

If your certificate is certified by a trustworthy certification authority, import it to the *X509Anchors* store in the *Keychain access* directory.

## Chapter 10

# Apple iCal Support

---

Developed by *Apple Computer*, *Apple iCal* is an application allowing management of calendars on *Mac OS X*. The application enables to view events of multiple calendars in a single schedule and thus quickly identify conflicts in the time schedule.

Calendars may be either stored on the disk or it is possible to subscribe for calendars stored at the web server. It is also possible to publish calendars on the web server.

*Kerio MailServer* supports publishing of calendars in user email accounts on the server and subscription of calendars stored in the mailbox from the *Apple iCal*. In addition to subscription to their own calendars, users can also subscribe to calendars shared by other users.

**Warning:** In *Apple iCal*, subscribed calendars are available only in the read-only mode. Published calendars are available on the server for reading only (this implies that it is not edit published calendars when accessed by *Kerio WebMail*, for example).

**Notes:** If calendars published as subfolders of the default calendar called *Calendar*, all events will also be displayed in the *Free/Busy* calendar.

## 10.1 Setting Apple iCal in Mac OS X 10.3

### *Subscription to calendars*

It is possible to subscribe any calendar stored on the WebDAV server in the iCal format. This implies that it is possible to subscribe to calendars stored in *Kerio MailServer* and/or iCal calendars stored on any other WebDAV server supporting the iCalendar format.

Calendars can be subscribed through the *Calendar* → *Subscribe* menu. This option opens a dialog (see figure 10.1) where URL address can be specified and detailed authentication and refreshing parameters can be set (the entire calendar is downloaded for each refresh):

#### **Calendar URL**

To subscribe a calendar in *Kerio MailServer*, a valid URL is required. The address must follow this pattern:

`http://server_name/ical[format]`

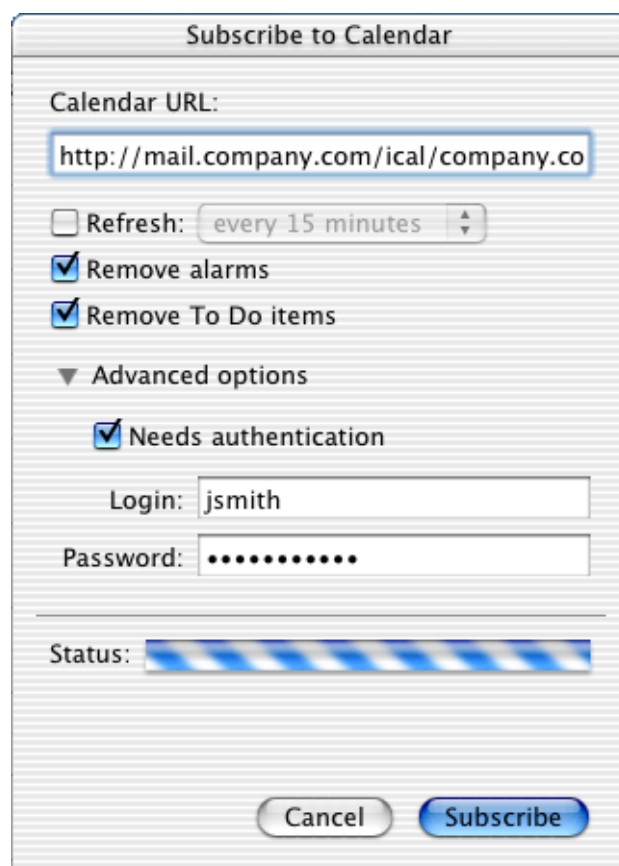


Figure 10.1 The Calendar Subscription dialog

To subscribe the default calendar folder which belongs to your mailbox in *Kerio MailServer*, enter the URL in the following format:

`http://server_name/ical`

It is also possible to subscribe another user's calendar, if the user shares it for you. For the login URL, use the following pattern:

`http://server_name/ical/user@domain`

or

`http://server_name/ical/domain/user_name`

It is also possible to subscribe another user's calendar, if shared. The following URL format must be used:

`http://server_name/ical/public`

or

`http://server_name/ical/public/calendar`

When a calendar is being subscribed, it is possible to edit name of the folder. If no name is entered, the *Calendar* folder will be used automatically.

*Warning:* It is not possible to subscribe calendars via SSL connection. Therefore, use only the non-secured HTTP version for this purpose. This means that URLs of calendars must not start with `https://`. This limitation applies to *Apple iCal*. *Kerio MailServer* supports secure connection.

### Refresh

The calendar will be refreshed in the interval set.

### Remove alarms

Alarms will be disabled for the calendar (pop-up reminders). It is recommended to remove alarms since the calendar will be available for reading only and it will not be possible to close alarms (only the calendar's owner can manipulate with alarms).

### Remove To Do items

The calendar will not include To Do items.

### Advanced options

Username and password for a corresponding user account in *Kerio MailServer* is required for a calendar subscription.

The calendar is available only for reading.

### *Calendar publishing*

Calendars can be published to the following stores:

- to a personal account in *Kerio MailServer*,
- to an account of another *Kerio MailServer* user (username and password are required unless the user creates a new calendar folder and shares it),
- to any WebDAV server in the Internet.

When published, the calendars will be available at the server for reading only. Calendars published on the server cannot be changed and it is not possible to add new events or remove them.

In *Apple iCal*, it is possible to publish calendar in the *Calendar → Publish* menu. This opens a dialog (see figure 10.2), where URL address can be specified and other publishing parameters can be set. It is also possible to set that the calendar is re-published upon each change (the entire calendar is always published, not just changes):



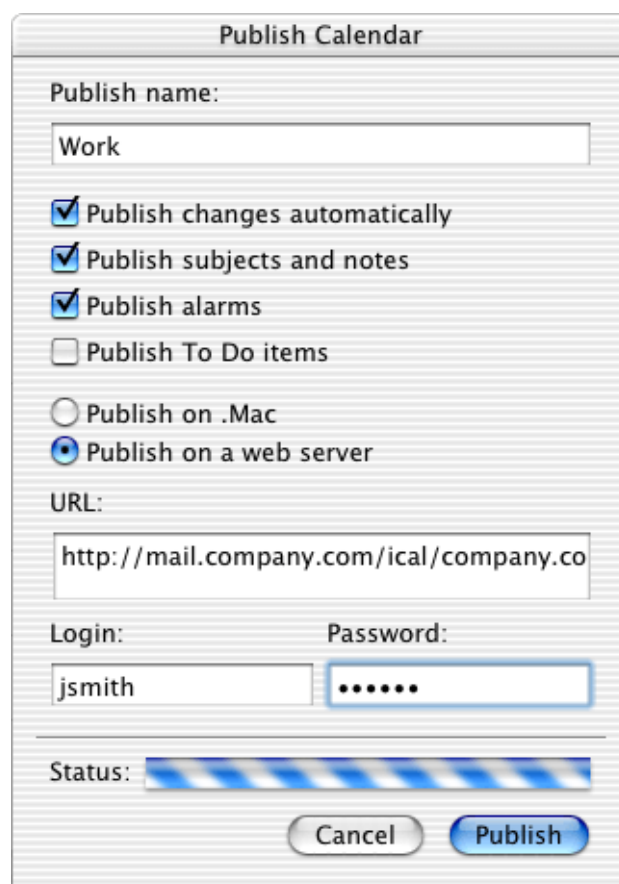


Figure 10.2 The Publish Calendar dialog

**Publish name**

Specify a name for the calendar. It is not recommended to use special symbols and characters in calendar names.

**Publish changes automatically**

If this option is checked, the calendar will be re-published upon each change.

**Publish subjects and notes**

If it is desirable that events' subjects and bodies are displayed on the server, enable this option.

**Publish alarms**

Alarms will be published with the calendar. It is recommended to leave this option disabled since the calendar is published only for reading and the user who subscribes to it cannot close the alarms.

### Publish To Do items

This data will not be displayed in *Kerio MailServer*.

It is necessary to switch the dialog for *Publish on to Private Server* mode:

### URL

However, URL for publishing in one of the following forms is required:

`http://server_name/ical[format]`

To publish a calendar in the root folder (of a particular mailbox), enter URL in the following format:

`http://server_name/ical`

To publish a calendar in the calendar folder (of your mailbox), enter URL in the following format:

`http://server_name/ical/calendar`

To publish a calendar to the mailbox of another *Kerio MailServer* user, enter URL in the following format:

`http://server_name/ical/user@domain/folder_name`

It is also possible to publish a public calendar. The following URL format must be used:

`http://server_name/ical/public/folder_name`

Make sure that URL address does not include forbidden characters and symbols. This involves spaces between words. The special %20 character must be used instead of spaces. Here is an example:

`http://mail.company.com/ical/private%20calendar`

The other forbidden characters and symbols can also be replaced by corresponding equivalents. These equivalents are represented by hexadecimal ASCII codes of the particular characters preceded by the % symbol (see table 10.1).

Besides forbidden symbols, there are other characters that must be encoded. This includes any national diacritical characters, “?”, “:”, etc. It is also necessary to replace these characters in URL by their hexadecimal alternatives.

*Note:* In *Kerio MailServer*, standard folders (Inbox, Junk E-mail, Sent Items, Calendar, Tasks) are saved under their English names. Therefore, use the Calendar name to publish an iCal calendar to a default folder:

`http://mail.company.com/ical/Calendar`

Name	Character	Hexadecimal	Action
space		20	Sometimes, spaces can be deleted (especially where multiple spaces are used in a row).
quotes	""	22	Quotes are often used to mark URL addresses in plain text.
greater than	>	3E	This character is often used to mark URL addresses in plain text.
less than	<	3C	This character is often used to mark URL addresses in plain text.
hash	#	23	In URL, the character is used as an anchor, linking to a particular section on a page.
percent	%	25	In URL, the character encodes the other characters. Therefore, it is necessary to use its alternative version.
left brace	{	7B	Some systems may convert this character.
right brace	}	7D	Some systems may convert this character.
pipe		7C	Some systems may convert this character.
back slash	\	5C	Some systems may convert this character.
circumflex	^	5E	Some systems may convert this character.
tilde	~	7E	Some systems may convert this character.
left bracket	[	5B	Some systems may convert this character.
right bracket	]	5D	Some systems may convert this character.
grave accent	`	60	Some systems may convert this character.

Table 10.1 Forbidden characters

**Login, Password**

Name and password used for authentication at the server where the calendar will be published. In this case, specify username and password for the corresponding *Kerio MailServer* user account.

**10.2 Setting Apple iCal in Mac OS X 10.4*****Subscription to calendars***

It is possible to subscribe any calendar stored on the WebDAV server in the iCal format. This implies that it is possible to subscribe to calendars stored in *Kerio MailServer*

and/or iCal calendars stored on any other WebDAV server supporting the iCalendar format.

Calendars can be subscribed through the *Calendar* → *Subscribe* menu. This option opens a dialog (see figure 10.3) where URL address can be specified and detailed authentication and refreshing parameters can be set (the entire calendar is downloaded for each refresh).

The address must follow this pattern:

```
http://server_name/ical[format]
```

To subscribe the default calendar folder which belongs to your mailbox in *Kerio MailServer*, enter the URL in the following format:

```
http://server_name/ical
```

It is also possible to subscribe another user's calendar, if the user shares it for you. For the login URL, use the following pattern:

```
http://server_name/ical/user@domain
```

or

```
http://server_name/ical/domain/user_name
```

It is also possible to subscribe another user's calendar, if shared. The following URL format must be used:

```
http://server_name/ical/public
```

or

```
http://server_name/ical/public/calendar
```

When a calendar is being subscribed, it is possible to edit name of the folder. If no name is entered, the Calendar folder will be used automatically.

**Warning:** It is not possible to subscribe calendars via SSL connection. Therefore, use only the non-secured HTTP version for this purpose. This means that URLs of calendars must not start with `https://`.

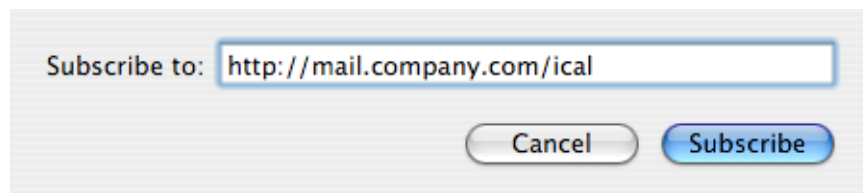


Figure 10.3 URL calendar definition

When the URL is specified, the application attempts to connect to the server. If authentication is required, the dialog where username and password can be specified is opened (i.e. typically the username and password used for connection to your email account).

Once connected to *Kerio MailServer*, a dialog where other details can be specified is opened (see figure 10.4):

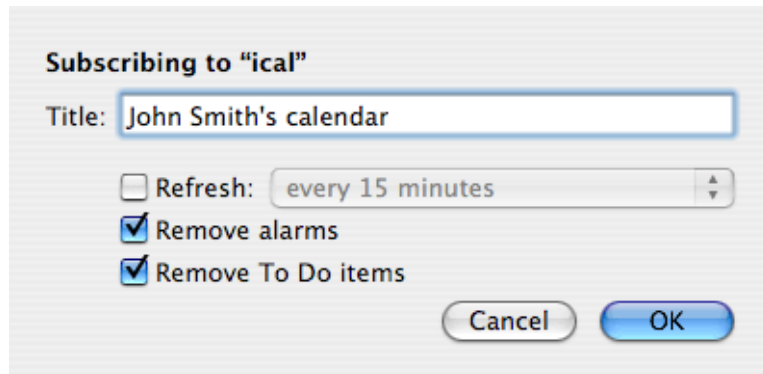


Figure 10.4 Setting details

**Title**

Any name used for the calendar in *Apple iCal*.

**Refresh**

The calendar will be refreshed in the interval set. Unless the user has a fast Internet connection, it is not recommended to set the interval too short (calendar is completely reloaded upon each refresh).

**Remove alarms**

Alarms will be disabled for the calendar (pop-up reminders). It is recommended to enable this option since the calendar is available for reading only and it is not possible to close or manipulate with alarms. Only the calendar's owner is allowed to manipulate with them.

**Remove To Do items**

The calendar will not include To Do items.

***Calendar publishing***

Calendars can be published to the following stores:

- to a personal account in *Kerio MailServer*,
- to an account of another *Kerio MailServer* user (username and password are required unless the user creates a new calendar folder and shares it),
- to any WebDAV server in the Internet.

When published, the calendars will be available at the server for reading only. This implies that it is not possible to edit, add or remove events.

Calendars can be published through the *Calendar* → *Publish* menu. This opens a dialog (see figure 10.5), where URL address can be specified and other publishing parameters can be set. It is also possible to set that the calendar is re-published upon each change (the entire calendar is always published, not just changes).

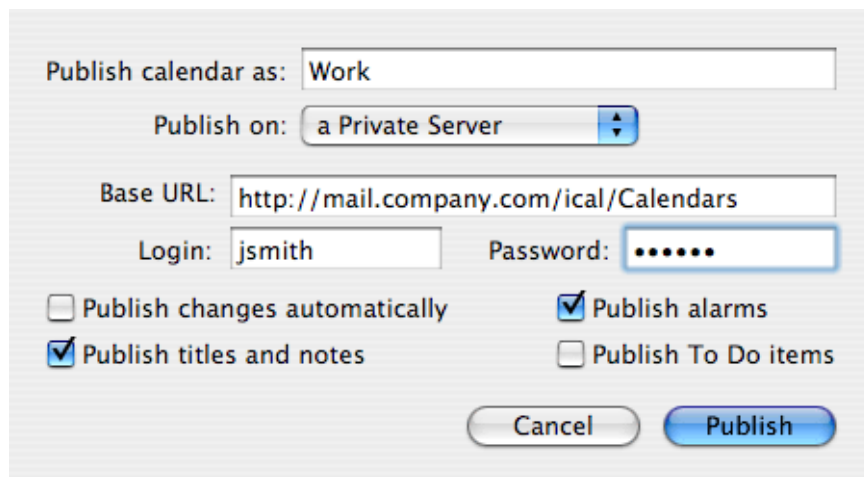


Figure 10.5 The Publish Calendar dialog

### **Publish calendar as**

By default, the entry includes the name used by this calendar in *Apple iCal*. The title can be edited.

### **Publish on**

In the menu, set the *a Private Server* option.

### **Base URL**

URL address of the server where the calendar would be published. The URL address must follow this pattern:

`http://server_name/ical[format]`

To publish a calendar in the root folder (of a particular mailbox), enter URL in the following format:

`http://server_name/ical`

To publish a calendar in the calendar folder (of your mailbox), enter URL in the following format:

`http://server_name/ical/calendar`

To publish a calendar to the mailbox of another *Kerio MailServer* user, enter URL in the following format:

```
http://server_name/ical/user@domain/folder_name
```

It is also possible to publish a public calendar. The following URL format must be used:

```
http://server_name/ical/public/folder_name
```

Make sure that URL address does not include forbidden characters and symbols. This involves spaces between words. The special %20 character must be used instead of spaces. Here is an example:

```
http://mail.company.com/ical/private%20calendar
```

The other forbidden characters and symbols can also be replaced by corresponding equivalents. These equivalents are represented by hexadecimal ASCII codes of the particular characters preceded by the % symbol (see table 10.1).

Besides forbidden symbols, there are other characters that must be encoded. This includes any national diacritical characters, “?”, “:”, etc. It is also necessary to replace these characters in URL by their hexadecimal alternatives.

*Note:* In *Kerio MailServer*, standard folders (Inbox, Junk E-mail, Sent, Calendar, Tasks) are saved under their English names. Therefore, use the Calendar name to publish an iCal calendar to a default folder:

```
http://mail.company.com/ical/Calendar
```

### **Login, Password**

Name and password used for authentication at the server where the calendar will be published. In this case, specify username and password for the corresponding *Kerio MailServer* user account.

### **Publish changes automatically**

This option enables/disables automatic update of the published calendar. The whole calendar is published within each update.

### **Publish titles and notes**

If it is desirable that events' subjects and bodies are displayed on the server, enable this option.

### **Publish alarms**

Alarms will be published with the calendar.

It is recommended not to publish alarms since users who subscribe it can only read it and are not allowed to close them.

### Publish To Do items

This data will not be displayed in *Kerio MailServer*.

## 10.3 Sharing of calendars

Calendars published in *Kerio MailServer* can be shared with other users who can subscribe them for their *Apple iCal* or view them in *Kerio WebMail*.

To share an iCal calendar, follow these instructions:

1. Log in the *Kerio WebMail* interface.
2. Create a special calendar folder (e.g. Shared\_Calendar). Creating of new folders in *Kerio WebMail* is addressed in chapter 1.10.5.
3. Share the folder with corresponding users.
4. Publish an *Apple iCal* calendar to the folder just created. The URL for publishing will be as follows:

`http://server_name/ical/Shared_Calendar`

**Warning:** It is always necessary to share the entire folder in which the iCal calendar is published. If only the calendar itself is published, the sharing will be removed upon next update (publishing of a new version). This is caused by the fact that iCal calendars are recorded on the servers in the way that the original version of the calendar is removed first (including possible sharing) and then a new version is saved to the server.

## 10.4 Create public calendars

To create a public calendar in *Kerio MailServer*, user needs corresponding access rights. These rights can be assigned only by the *Kerio MailServer* administrator.

Once you have appropriate rights, you can create a public iCal calendar following the instructions provided below:

1. Log in the *Kerio WebMail* interface.
2. In *Public folders*, create a new calendar folder.

**Note:** To avoid complications with URL, It is recommended not to use special national characters in calendar names. Use, for example, the name Calendar, to keep it easy.



3. Read access rights are set automatically for all users under the particular domain and all *Kerio MailServer* users. These rights can be changed through the context menu of the new folder (*pop-up menu* → *Access rights*).
4. Once a new calendar folder is created, run *Apple iCal*.
5. Create a new calendar that will be set as public.
6. Publish this calendar to the folder created in *Kerio MailServer*. For publishing, use the following URL pattern:  
`http://server_name/ical/public/folder_name`  
the URL may be, for example, as follows:  
`http://mail.company.com/ical/public/Calendar`
7. Use your browser to run *Kerio WebMail* and check whether the publishing has been completed successfully.

## Chapter 11

# Apple Address Book Support

---

*Kerio MailServer* supports *Apple Address Book*, the standard directory of Mac OS X. This support includes the option of searching for contacts in the *Kerio MailServer's* LDAP database and, since Mac OS X 10.3, also of bi-directional synchronization of contacts with *Kerio MailServer's* user accounts .

*Kerio MailServer* supports *Apple Address Book* for the following versions:

- *Mac OS X 10.2 Jaguar*
- *Mac OS X 10.3 Panther*
- *Mac OS X 10.4 Tiger*

Setting options are different for these versions — therefore, they will be focused in separate sections:

### 11.1 Apple Address Book pro Mac OS X 10.2 Jaguar

In this version, *Kerio MailServer* supports search in the *Kerio MailServer* LDAP database. The option of search in LDAP database allows automatic check for email addresses during message composition in *Apple Mail*. All addresses included in the LDAP database (addresses of all *Kerio MailServer* accounts) are checked.

*Apple Address Book* parameters can be set under *Address Book* → *Preferences*:

1. Switch to the LDAP tab
2. Specify the *Server* item with the DNS name or the IP address of the host where *Kerio MailServer* is running and the LDAP port for the server.

SSL-secured LDAP can be used for the traffic. However, in such a case it is necessary to authenticate by a trustworthy certificate (for details, refer to chapter 9.6). *Apple Address Book* connects to *Kerio MailServer* by encrypted connection using the LDAP Start TLS extension. It is necessary to follow these steps when setting the encrypted communication on the *Address Book* → *Preferences* → *LDAP* tab:

1. enable the *Use SSL* option,
2. change the default port 636 to the port used in *Kerio MailServer* for the non-secured LDAP service (typically port 389). In case that you want to use SSL-secured connection to the server (*Use SSL*), a trustworthy certificate installed is required.

*Note:* In this version, searching is available only for public contact folders with anonymous read access (the “anyone” user).

### 11.2 Apple Address Book for Mac OS X 10.3 (Panther) and 10.4 (Tiger)

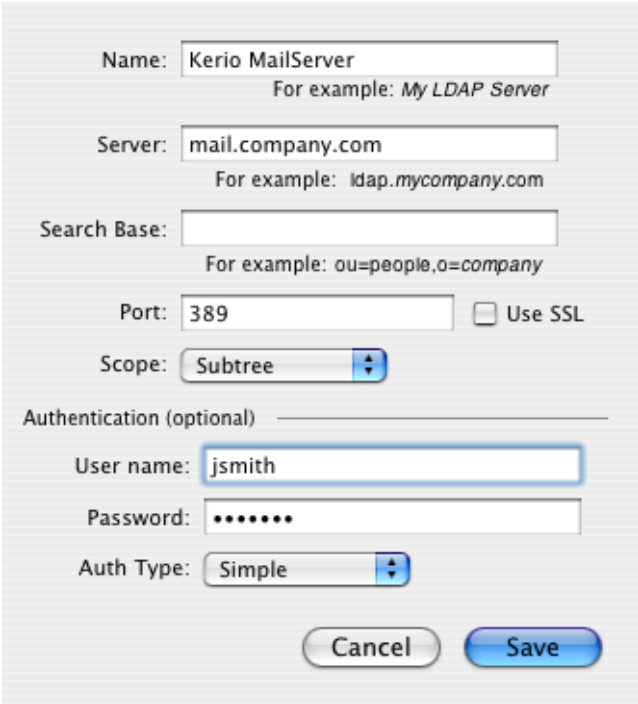
This version allows the following options:

- checking for contacts in the *Kerio MailServer*’s LDAP database,
- user authentication — private contact folders of the user will be available,
- synchronization of contacts by *iSync*.

#### 11.2.1 LDAP searching settings

Search in LDAP database allows automatic check for email addresses during message composition in *Apple Mail*. All addresses included in the LDAP database (addresses of all *Kerio MailServer* accounts) are checked.

*Apple Address Book* parameters can be set under *Address Book* → *Preferences*. This option opens a dialog providing several tabs (refer to figure 11.2). Specification of the LDAP tab is required (see figure 11.1).



The screenshot shows the 'LDAP' tab in the 'Address Book Preferences' dialog. The fields are as follows:

- Name:** Kerio MailServer (with example: My LDAP Server)
- Server:** mail.company.com (with example: ldap.mycompany.com)
- Search Base:** (empty) (with example: ou=people,o=company)
- Port:** 389 (with a checkbox for 'Use SSL' which is unchecked)
- Scope:** Subtree (dropdown menu)
- Authentication (optional):** (header for the following fields)
- User name:** jsmith
- Password:** (masked with dots)
- Auth Type:** Simple (dropdown menu)
- Buttons:** Cancel and Save

**Figure 11.1** Apple Address Book settings

### Name

Name of *Kerio MailServer* is required in this entry.

### Server

IP address or DNS name of the server where *Kerio MailServer* is running.

### Search Base

Specify a location of contacts in the LDAP database (see above). If the entry is not specified, all subscribed contact folders will be searched through.

If you want to access all private and subscribed shared and public folders, leave the entry blank or enter

`fn=ContactRoot`

More precise specification of searched section of the LDAP database enables to access only some types of contacts. To better understand various alternatives, read the following examples:

- `cn=jsmith@company.com,fn=ContactRoot`  
(the look-up will be performed only in folders of the `jsmith@company.com` user)
- `fn=personal,fn=ContactRoot` (only folders of the user currently connected to the LDAP server will be searched through. This option is identical with the previous one, however, it is not necessary to specify username (or email address) of the user. This option may be helpful for example when configuring multiple clients, etc.)
- `fn=public,fn=ContactRoot`  
(only public contact folders will be searched through)
- `fn=Contacts,cn=jsmith@company.com,fn=ContactRoot`  
(only the Contacts folder of the `jsmith@company.com` user will be searched through)
- `fn=PublicContacts,fn=public,fn=ContactRoot`  
(only the public PublicContacts folder will be searched through)

### Port

Port of the LDAP service. The same port as in *Kerio MailServer* must be set.

If you want to use the encrypted connection to the server (*Use SSL*), it is necessary that a trustworthy certificate is set (for details, see chapter 9.6).

*Apple Address Book* connects to *Kerio MailServer* by encrypted connection using the LDAP Start TLS (RFC 2830) extension. It is necessary to follow these steps when setting the encrypted communication on the *Address Book* → *Preferences* → *LDAP* tab:

1. enable the *Use SSL* option,
2. change the default port 636 to the port used in *Kerio MailServer* for the non-secured LDAP service (typically port 389). In case that you want to use SSL-

secured connection to the server (*Use SSL*), a trustworthy certificate installed is required.

### Scope

This item defines which folders will be searched through. It is recommended to use the *Subtree* option where the system searches through all contact folders and subfolders.

### Authentication

Authentication to *Kerio MailServer*. Set the *Simple* option for the authentication type to make it possible to specify username and password to the corresponding user account.

## 11.2.2 Synchronization

Synchronization settings differ for *Mac OS X 10.3 Panther* and *Mac OS X 10.4 Tiger*:

### *Mac OS X 10.3 Panther*

Synchronization of contacts can be set in *Address Book* → *Preferences*. To enable synchronization, use the *Synchronize with Exchange* option on the *General* tab (see figure 11.2).

Check the option *Synchronize with Exchange* to enable synchronization. Click *Configure* to open an advanced settings dialog (see figure 11.3):

### User Name, Password

Username and password for the corresponding account.

*Note:* If your mailbox is not created in the primary domain, it is necessary to enter username including the domain (see tables 11.1 and 11.2), following this pattern:

`user_domain@domain`

For example:

`dsutterland@company.com`

Ask your network administrator whether your user account is saved in the primary domain or not.

### Outlook Web Access Server

Synchronization is performed via the WebDAV interface. Therefore, it is necessary to specify this entry by the full path to the corresponding account in the following form:

`http://mail.company.com/exchange/jsmith`

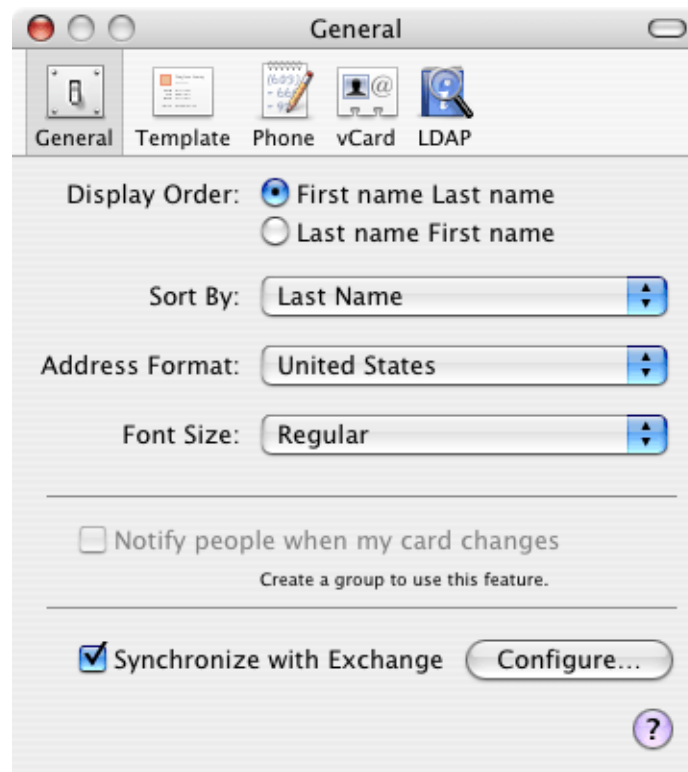


Figure 11.2 Enabling synchronization

### Synchronize every hour

If this option is checked, synchronization is performed once an hour.

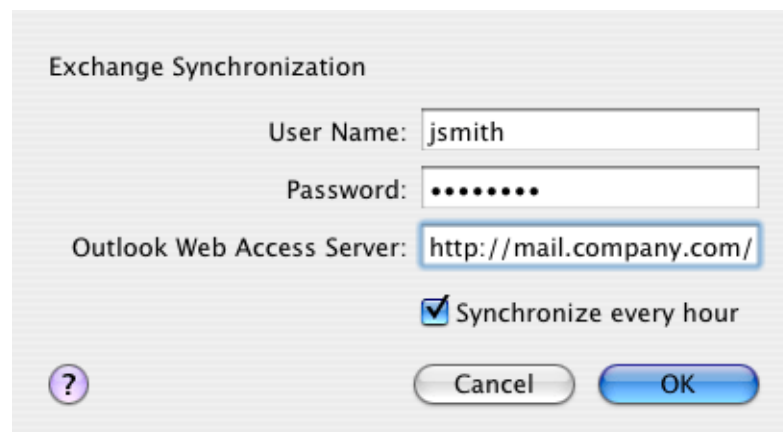


Figure 11.3 Synchronization setup

Examples:

Items included:	What to fill in:	Example:
User Name	username	jwayne
Password	user password	KvB125Vg
Outlook Web Access Server	URL following this pattern: http://server_name/ exchange/user_name	http://mail.company.com/ exchange/jsmith

**Table 11.1** Example of the dialog for a primary domain user

Items included:	What to fill in:	Example:
User Name	username including the domain	eblue@company.com
Password	user password	AhdeeB56
Outlook Web Access Server	URL following this pattern: http://server_name/ exchange/user_name	http://mail.company.com/ exchange/hbrown

**Table 11.2** Example of the dialog for a non-primary domain user

The synchronization uses *Apple iSync*. This application enables synchronization on various *Mac OS X* systems. In this application, synchronization can be started by hand any time (unless the every hour synchronization mode is set in the *Apple Address Book*).

Follow these instructions:

1. Set *Apple Address Book* correctly (see above).
2. Run the *Apple iSync* application
3. A dialog box with the *Exchange* icon is displayed. The window also includes the *Sync now* button.
4. Click *Sync now* to synchronize contacts.

### Mac OS X 10.4 Tiger

For *Mac OS X 10.4 Tiger*, two methods of synchronization are possible:

- For the synchronization settings, the built-in support for connection to the *Microsoft Exchange* server will be used and the synchronization is performed with the *Apple iSync* application.
- Synchronization can be set by the *Kerio iSync Connector*, a special application designed for data synchronization in *Apple Address Book* and *Apple iCal*. In detail, *Kerio iSync Connector* is described in chapter 12.

*Warning:* It is not possible to set synchronization both in *Apple Address Book* and in the *Kerio iSync Connector*. Only one synchronization method can be used at a time.

Synchronization in *Apple Address Book* can be set as follows:

1. Run *Address Book*.
2. In *Address Book* → *Preferences* (see figure 11.4) on the *General* tab, check the *Synchronize with Exchange* option (figure 11.5).

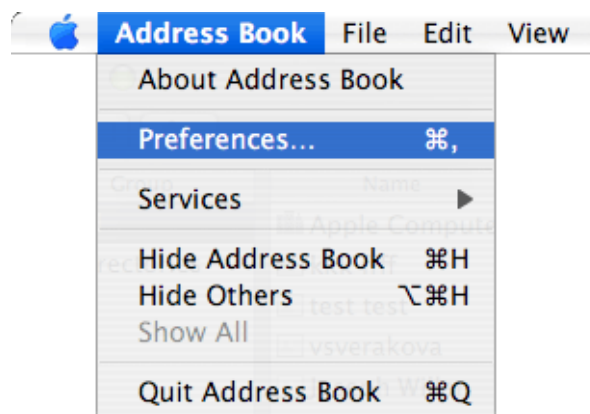


Figure 11.4 Address Book → Preferences

3. Click on *Configure* and enter username and password for connection to an account in *Kerio MailServer* (see figure 11.6):

#### User Name, Password

Specify login username and password for connection to a *Kerio MailServer* account.

*Note:* If your mailbox is not created in the primary domain, it is necessary to enter username including the domain (see tables 11.1 and 11.2), following this pattern:

user\_domain@domain



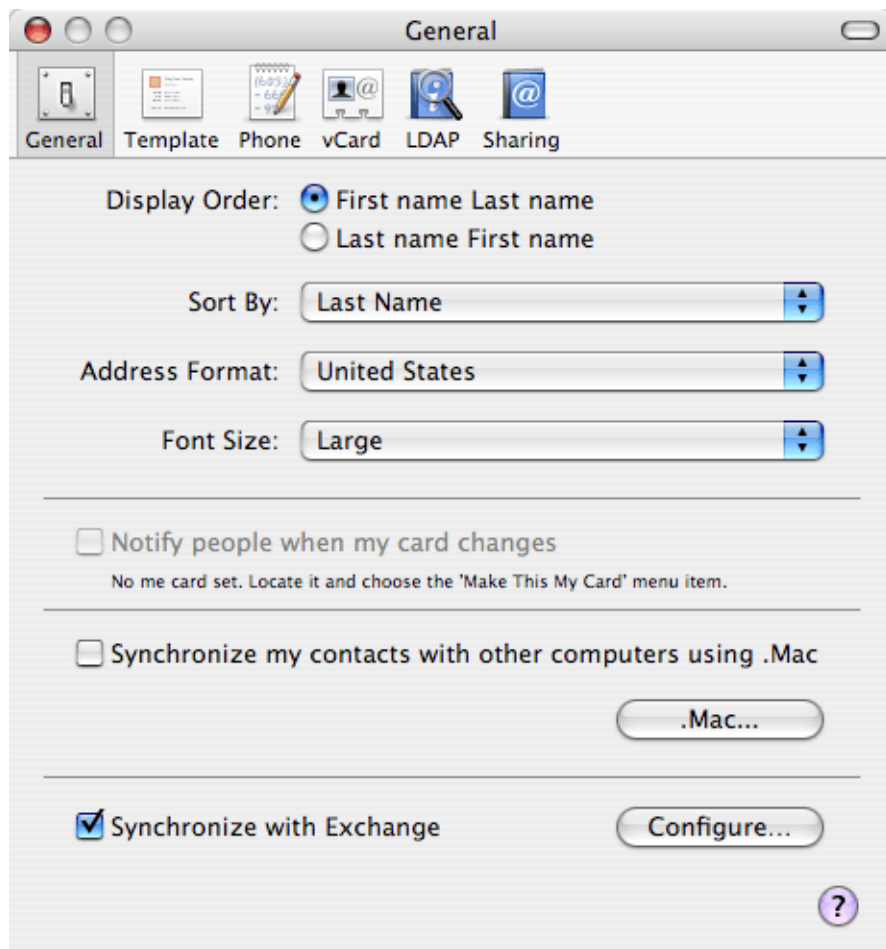


Figure 11.5 Apple Address Book — General

For example:

dsutterland@company.com

Ask your network administrator whether your user account is created in the primary domain or not.

#### Outlook Web Access Server

It is necessary to specify this entry by the full path to the corresponding account in the following form:

http://server\_name/exchange/user\_name

for example:

http://mail.company.com/exchange/jsmith

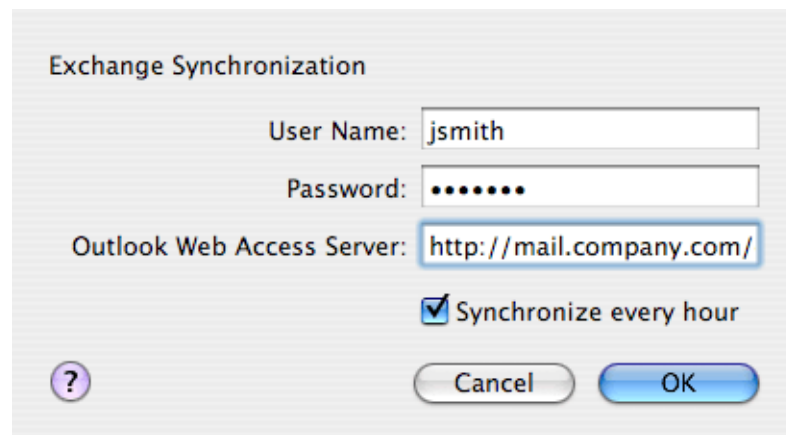


Figure 11.6 Login data settings

### Synchronize every hour

If this option is checked, synchronization of contacts is performed once an hour.

Once the connection to the server is set, it is necessary to configure *Apple iSync*, the synchronization utility which allows synchronization of various types of applications and devices on *Mac OS X*. This setting allows manual synchronization of contacts.

The settings can be done as follows:

1. Run the *Apple iSync* application
2. In the *iSync* menu, click on *Preferences*.
3. In the *iSync Preferences* dialog box, check the *Show status in menu bar* option (see figure 11.7).
4. Now, it is possible to synchronize *Apple Address Book* whenever needed. A synchronization icon appears in the right top corner of the screen. Click this icon and select *Sync Now* in the menu (see figure 11.8).

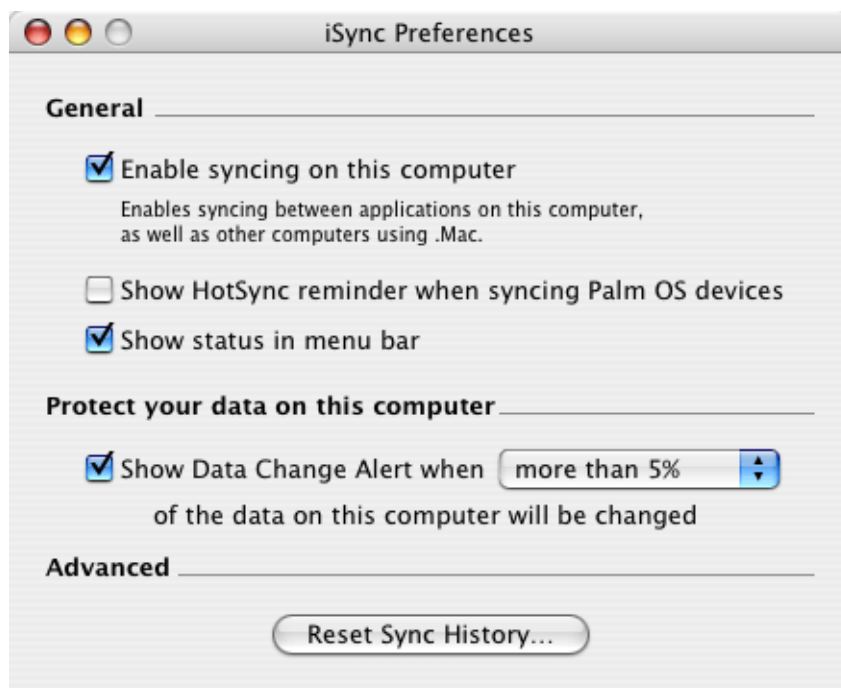


Figure 11.7 iSync Preferences

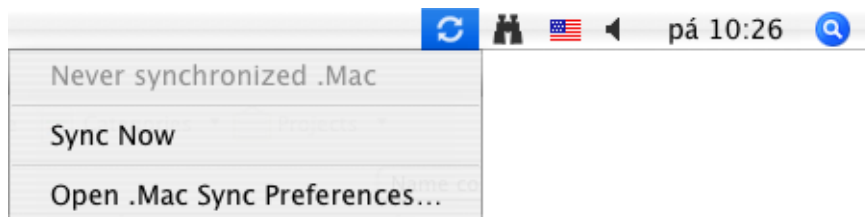


Figure 11.8 Starting synchronization

## Chapter 12

# Kerio iSync Connector

---

*Kerio iSync Connector* is an extension to the *Apple iSync* synchronization utility, allowing to synchronize *Apple iCal* and *Apple Address Book* events and contacts with *Kerio MailServer* accounts.

*Kerio iSync Connector* allows synchronization of local calendars in *Apple iCal* and of local contacts in *Apple Address Book* with the *Kerio MailServer's* store.

*Notes:*

- Local contacts are always synchronized along with the default private Contacts folder.
- Calendars and contacts saved in *Kerio MailServer* as subfolders will not be synchronized.

The main benefit of *Kerio iSync Connector* is that the synchronization for both applications can be set at a single point. Moreover, *Apple iCal* data is synchronized in both directions for the selected calendar(s) which use the *Kerio MailServer's* data store.

## 12.1 Installation

*Kerio iSync Connector* can be installed on workstations with operating systems Apple Mac OS X 10.4 and higher.

The installation is performed with the `kerio-ksc-6.4.0-1069.mac.dmg` installation package which is available at *Kerio Technologies* website. Once the package is downloaded, follow these instructions:

1. Open the package by double-clicking.
2. This opens the *Finder* installation package as a disk and offers the *Kerio MailServer Installer* executable. Click on it to run the installer (see figure 12.1). A standard installation wizard is started.
3. The first page includes the license agreement. Confirm it and click on *Next* to continue.
4. Select the *Easy Install* installation type and click on *Next*.

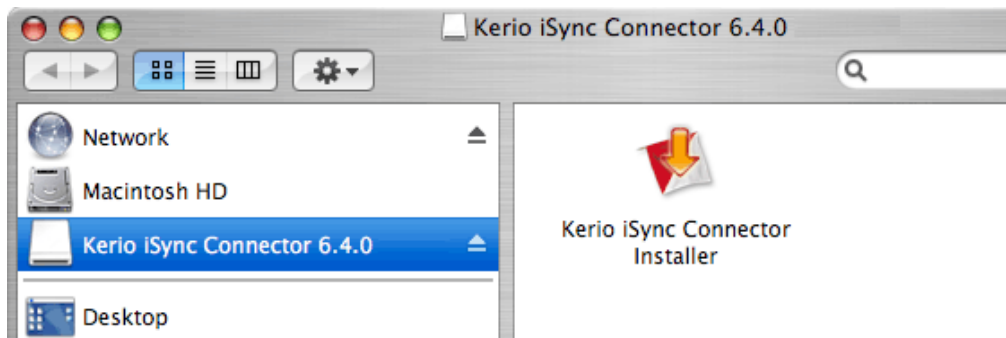


Figure 12.1 Kerio iSync Connector Installer

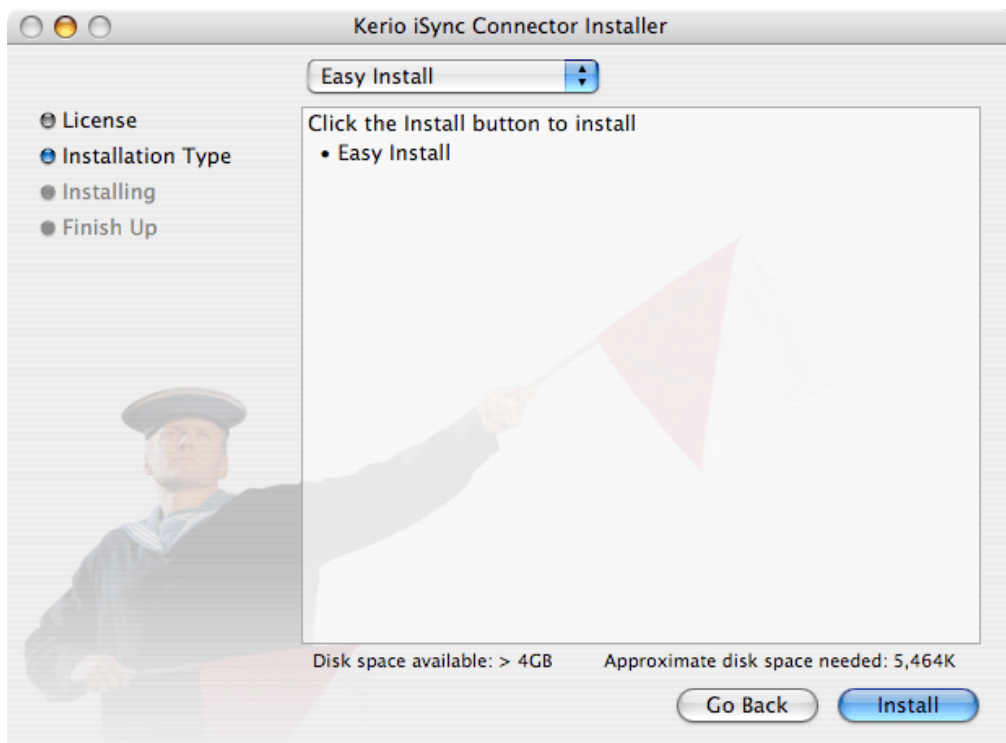


Figure 12.2 Installation settings

5. Now, the installation is started.
6. The last page informs about successful completion of the installation process. Close the wizard by using the *Quit* button.

### 12.2 Synchronization settings

User interface of the *Kerio iSync Connector* can be run via *System Preferences* in section *Other* (see figure 12.3).



Figure 12.3 Kerio iSync Connector

Click on the *Kerio iSync Connector* icon. This opens a simple configuration dialog with tabs *General* and *Advanced* and with the *Synchronize now* button by which synchronization can be started manually.

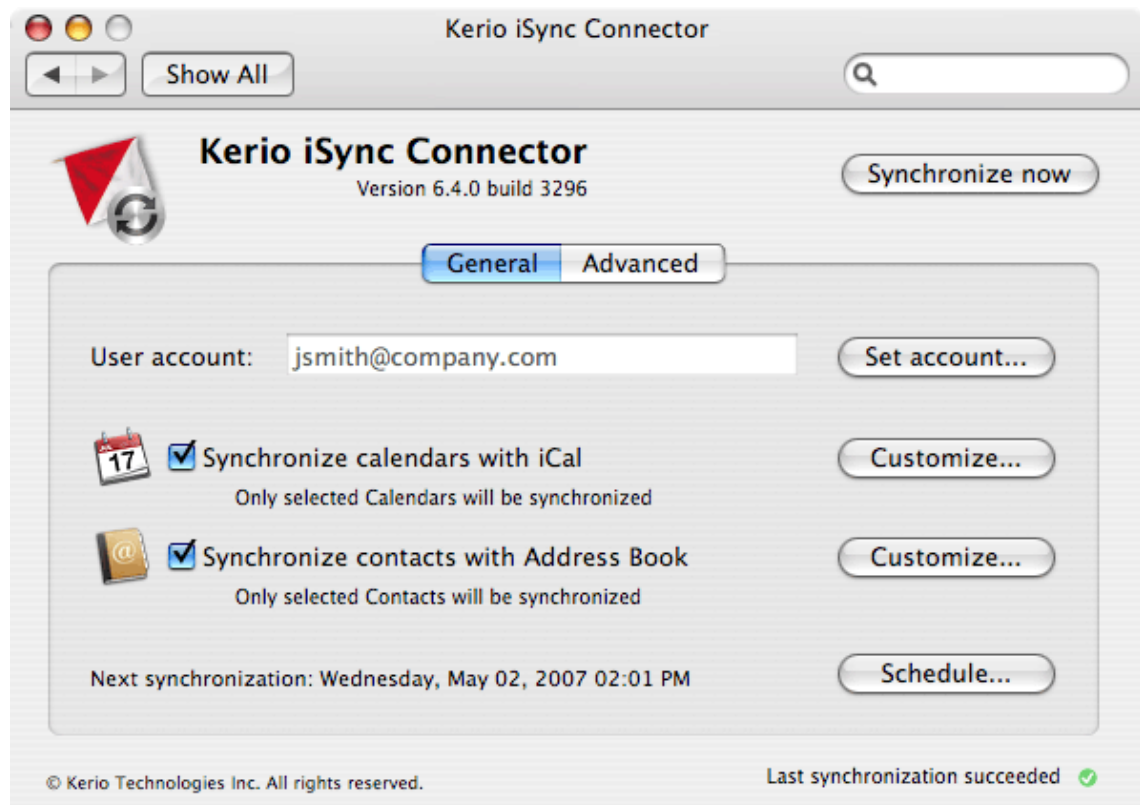


Figure 12.4 Kerio iSync Connector — General

## General

The *General* tab allows the following settings:

### User account

To enable connection of the *Kerio iSync Connector* to the particular account, server data as well as login username and password for the account are needed to be saved. This can be done by the dialog opened by clicking on the *Set account* button. Enter username and password used for connection to the *Kerio MailServer* account and DNS name or IP address of the server (see figure 12.5).

The dialog also provides an option of SSL encryption of traffic between the server and the client. SSL encryption can be enabled by the *Use Secure Socket Layer connection* option. If the HTTP(S) service is running on a non-standard port, it is necessary to enable the *Override default port number* option and change the traffic port.

*Note:* Once SSL-encryption is set, it is necessary to install the trustworthy *Kerio MailServer* certificate.

The screenshot shows a dialog box titled "Please enter login information for your Kerio MailServer account:". It contains three text input fields: "Username:" with the value "jsmith@company.com" and a hint "(e.g. username@domain.com)", "Password:" with masked characters "••••", and "Server:" with the value "mail.company.com" and a hint "(e.g. server.domain.com)". Below these fields are two checkboxes: "Use Secure Socket Layer connection" which is checked, and "Override default port number:" which is unchecked. To the right of the second checkbox is a text input field containing the number "443". At the bottom right of the dialog are two buttons: "Cancel" and "OK".

Figure 12.5 Kerio iSync Connector — synchronization account settings

### Synchronize calendar with iCal

Enable the *Synchronize calendar with iCal* option to start synchronization of events and in *Apple iCal*.

Click on *Customize* and set calendars to be included in synchronization (see figure 12.6):

### Synchronize

Use the menu to set whether all calendars or only selected ones will be synchronized. In case of *Only selected calendars* option, select calendars to be

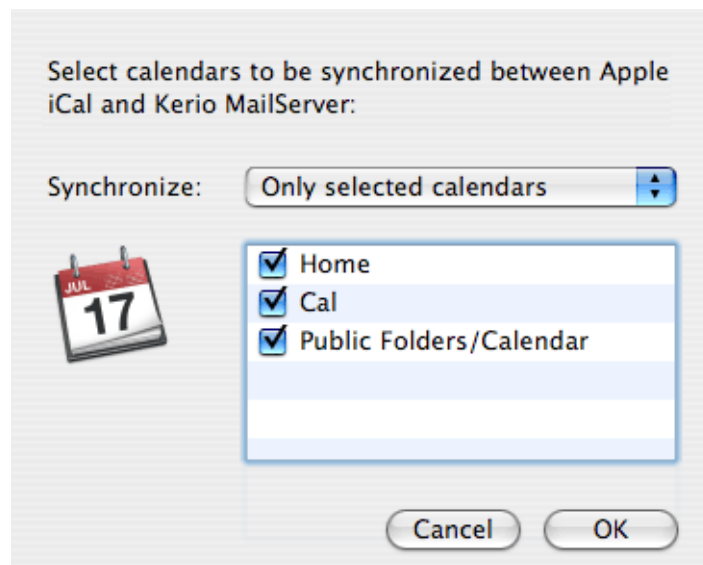


Figure 12.6 Kerio iSync Connector — selection of calendars

synchronized. The list includes all calendars created in *Apple iCal* and also calendars created in *Kerio MailServer* as direct subfolders of the root folder (details on the root folder are available in section 1.10.1). This implies that it is not possible to synchronize subfolders nested deeper. To make it possible to synchronize a folder, move it to the appropriate level, directly under the root folder.

*Note:* The default *Kerio MailServer's* Calendar folder is synchronized automatically and it is shown as *Calendar* in *Apple iCal*. Folders can be renamed in *Apple iCal* without the risk of interruption of the synchronization. In *Kerio MailServer*, the name *Calendar* will be kept for the folder.

### Synchronize contacts with Address Book

Activate the *Synchronize calendar with Address Book* option to run synchronization of contacts in *Apple Address Book*.

*Warning:* Before starting of synchronization of *Apple Address Book*, it is necessary to enable the *Synchronize with Exchange* option in *Address Book* → *Preferences* → *General* (see figure 11.5).

Click on *Customize* and set contact folders to be included in synchronization (see figure 12.7). List of folders will include all contact folders located in *Kerio MailServer* as the first level folders. Deeper contact subfolders will not be synchronized.

### Synchronize

Use the menu to set whether all calendars or only selected ones will be synchronized. In case of *Only selected calendars* option, select contact folders to be synchronized.





Figure 12.7 Kerio iSync Connector — contact folders selected for synchronization

### Schedule

Use the *Schedule* button to set automatic synchronization (see figure 12.8). Enable automatic synchronization by checking the *Automatically synchronize changed items* option.

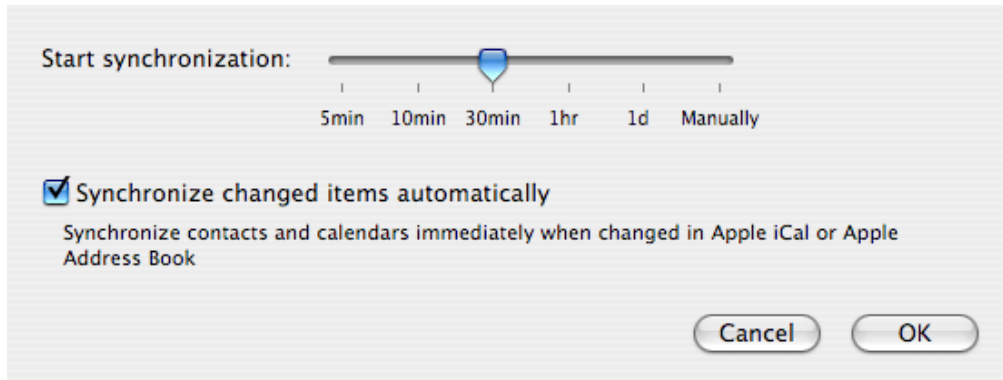


Figure 12.8 Kerio iSync Connector — enabling automatic synchronization

### Advanced

The *Advanced* tab (see figure 12.9) allows setting of solutions for possible synchronization collisions. The menu provides the following options to select from:

#### Enable debug logging

To enable debug logging, check *Enable debug logging*. Synchronization information will be logged in the `Console.log` log located in the *Console* application (*Applications* → *Utilities* → *Console*).

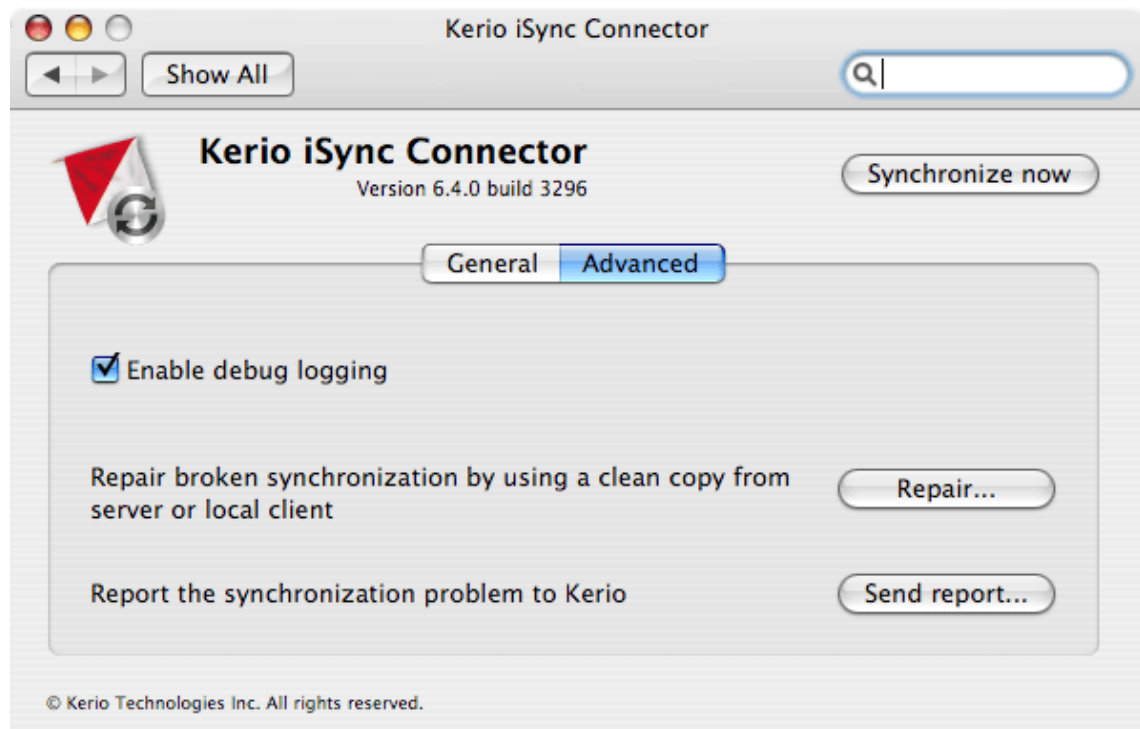


Figure 12.9 Kerio iSync Connector — Advanced

### Repair broken synchronization ...

Synchronization fix allows to fix data damaged during synchronization. The application creates a copy of all data and saves it to both the client's and the server's store. Synchronized data on the server and the client will be identical.

*Warning:* If some calendars or contact folders are selected for the synchronization, the repair will remove any folders not included in the process.

Upon clicking on the *Repair* button, you can select whether the data copy will be created on the server or on the client. It is useful to select the location with fresher data (see figure 12.10).

If the *Get data from Kerio MailServer* option is selected, rename the calendar synchronized at *Kerio MailServer* as *Calendar* (different name can be used in *Apple iCal* if renamed) back to *Calendar*. Unsupported attributes such as calendar skin color can be also used in the synchronized items.

*Warning:* Before the repair, it is recommended to back up current data.

### Report the synchronization to Kerio

If you do not manage to solve the problem by yourself, report it to *Kerio Technologies* where it will be analyzed and solved.

*Warning:* Any information recorded in the log are used only to solve problems associated with usage of this product. The data will not be misused.

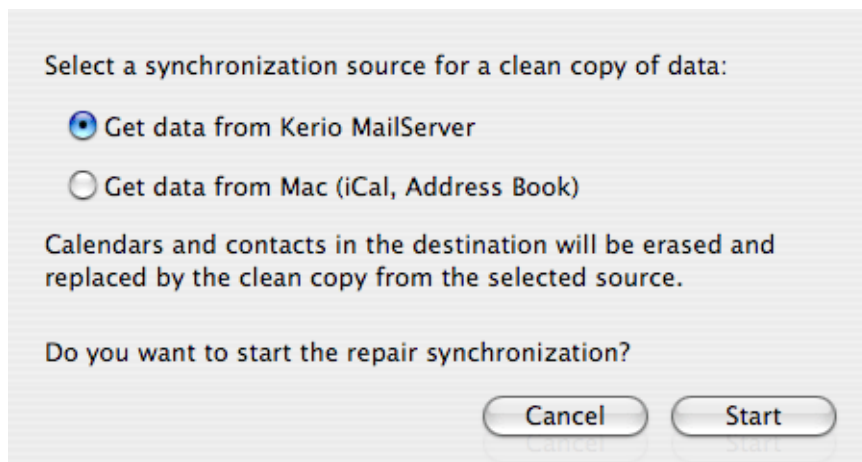


Figure 12.10 Kerio iSync Connector — recovery of synchronized data

### 12.3 The process of the synchronization

After setting of *Kerio iSync Connector*, the *Sync Alert* dialog is opened (see figure 12.11) which is opened whenever more than 5 per cent of the store is to be synchronized. Click *Allow* for confirmation. *Sync Alert* is displayed separately for *Apple iCal* and for *Apple Address Book*.

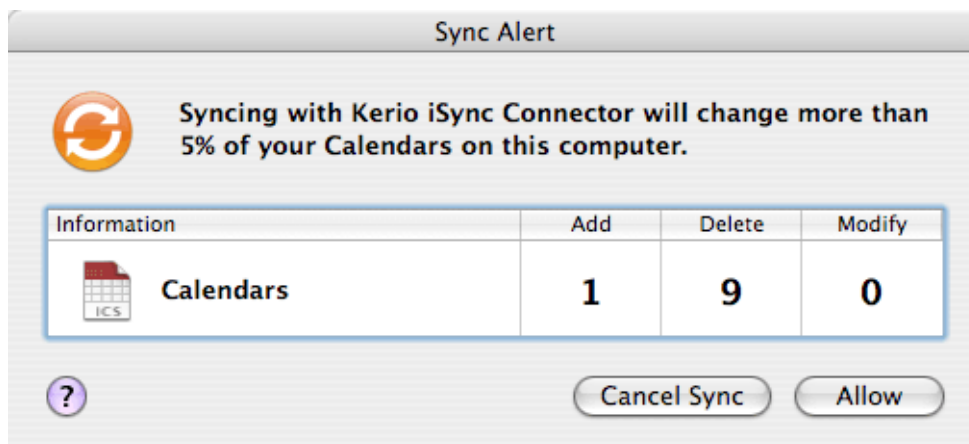


Figure 12.11 Kerio iSync Connector — recovery of synchronized data

*Note:* *Sync Alert* can be disabled in *Apple iSync*.

The first synchronization can take up to several minutes since large volume of data is usually synchronized.

### ***Apple iCal***

Once synchronization is set (see section [12.2](#)), a cross copy of all items included in synchronization is made between *Kerio MailServer* and *Apple iCal*.

The default private *Kerio MailServer's* calendar is copied to *Apple iCal* as Calendar.

Special folders will be created in *Kerio MailServer* during the first synchronization. Names of the folders will match names of their twin calendars created in *Apple iCal*.

### ***Apple Address Book***

Once synchronization is set (see section [12.2](#)) a cross copy of all contacts included in synchronization is made between *Kerio MailServer* and *Apple iCal*.

## Chapter 13

# Support for Apple Mail 10.4

---

*Kerio MailServer* supports some groupware features of IMAP and Exchange accounts in *Apple Mail 10.4*. The support enables to display events, contacts and task folders in the email client.

Cooperation of *Kerio MailServer* with *Apple Mail* is supported directly. This means that it might happen that no additional application applies to client stations.

### 13.1 Exchange account in Apple Mail

Support for *Apple Mail* in Exchange accounts results in displaying of all calendar folders included in a particular user account in *Kerio MailServer*. *Apple Mail* does not support the calendar view mode and therefore each event is displayed as one email message. Such messages include an `.ics` attachment with all data associated with the corresponding event.

Thus, each event can be simply imported to *Apple iCal* (for details, see chapter 10) where it can be displayed easily.

Another benefit of the settings is that all types of public folders can be viewed in the account. The following folder types are displayed:

- email
- contacts
- calendar
- tasks
- notes

*Apple Mail* displays all types of public folders since their download is always performed via the IMAP protocol.

### 13.2 IMAP account in Apple Mail

Support for *Apple Mail* in IMAP accounts allows displaying of all types of email folders created in the user's mailbox. This applies also to all types of public folders. In IMAP accounts in *Apple Mail*, the following items are displayed:

- email
- contacts
- calendar
- tasks
- notes

However, this support is limited by features of the email client. Therefore, all events, contacts, tasks and notes will be displayed only as email messages with an attachment where all data associated with the corresponding event, contact or task will be included. Events and tasks include attachments in the `.ics` format, contacts include attachments in `.vcf`.

If you use *Apple Mail* as an email application, it is possible to simply import each event to *Apple iCal* (for details, see chapter 10) where it can be viewed in a selected calendar.

*Note:* Although contacts are saved as `.vcf` attachments, it is not possible to import them to the *Apple Address Book*.

### 13.3 Learning of the antispam filter

*Kerio MailServer* contains the *SpamAssassin* antispam filter. This filter is based on content analysis (spam messages usually contain specific attributes that can be searched for and evaluated by the filter). Each message is assigned a numeric score; if this value exceeds the limit set in *Kerio MailServer*, the message is marked as spam.

The spam filter may let some spam messages through from time to time by mistake (their score is low) and mark some regular messages as spam (their score is too high). For the reasons above, the antispam filter allows modification to the database used for recognition of spam messages. This method, however, requires user input. Users have to reassign the incorrectly evaluated messages to correct types (spam / non-spam) so that the filter learns to recognize them in the future.

Messages which were marked incorrectly can be re-evaluated by moving them in corresponding folders. To be specific, to mark a message as spam, move it to the *Junk E-mail* folder. To mark a message as legitimate (if it was marked as spam incorrectly by the system), move it to *Inbox*.

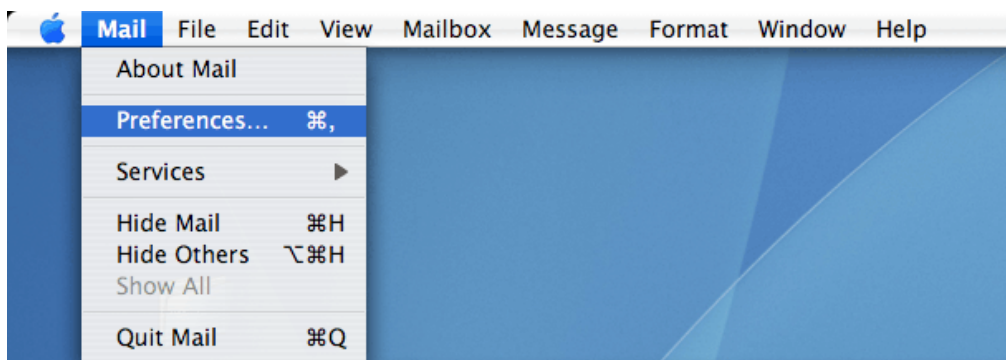
For more comfortable moving of spam to *Junk E-mail*, use the *Junk* button on the *Apple Mail* toolbar. This option is helpful where spam was let into INBOX and was not marked as spam. Simply select such messages and click on *Junk*. Once the button is clicked, the message selected is moved to the *Junk E-mail* folder and the filter learns to mark similar messages as spam.

*Warning:* Unfortunately, it is not possible to add a *Not Junk* button for cases where legitimate messages are marked as spam. This happens because the message was marked as spam in *Apple Mail* but it was not moved to *Inbox* and the spam filter would not be capable of learning the features of the message.

### ***The Junk button settings***

To make the *Junk* button work correctly and move email to *Junk E-mail*, perform the following settings:

1. In the *Mail* menu, select *Preferences* (see figure 13.1).



**Figure 13.1** Mail → Preferences

2. This opens a dialog with *Apple Mail* settings. Click on the *Junk Mail* icon to open the *Junk Mail* tab (see figure 13.2).
3. Make sure that the *Perform custom actions (Click Advanced to configure)* is set for the *When junk mail arrives* item. If not, change the setting.
4. Click on *Advanced*
5. to open another configuration dialog and fill the *Perform the following actions* entry in as described below (see figure 13.3):



Figure 13.2 The Junk Mail tab

- In the first menu, select *Move Message*
- In the second one, select the *Junk E-mail* folder.

The process is shown at figure 13.3

6. Click *OK* to confirm settings.



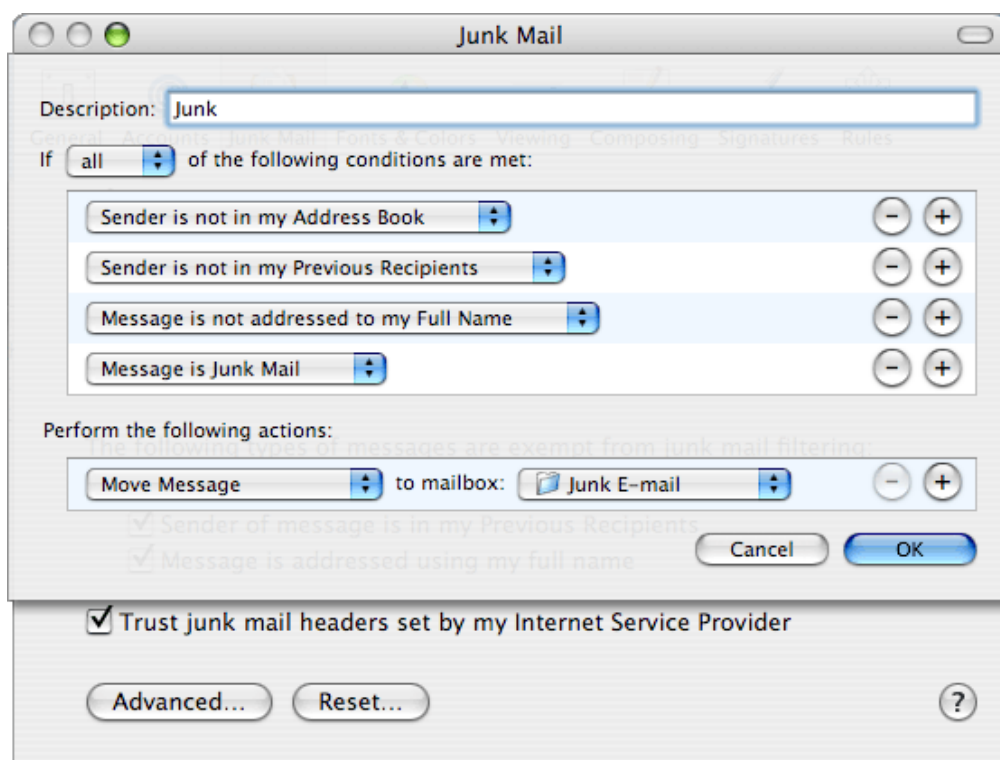


Figure 13.3 The Junk Mail tab, Advanced settings

## Appendix A

# Legal Presumption

---

Microsoft<sup>®</sup>, Windows<sup>®</sup>, Windows NT<sup>®</sup>, Internet Explorer<sup>®</sup>, Active Directory<sup>®</sup>, Outlook<sup>®</sup>, ActiveSync<sup>®</sup> and Windows Mobile<sup>®</sup> are registered trademarks of Microsoft Corporation.

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SpamAssassin<sup>™</sup> is trademark of Apache Software Foundation.

SpamHAUS<sup>®</sup> is registered trademark of The Spamhaus Project Ltd.

# Glossary of terms

---

## DNS

DNS (Domain Name System) is a distributed database service used to convert domain names into corresponding IP addresses.

## Email Address

An email address determines the sender and recipient of a message in electronic communication. It consists of a local part (before the @ character) and a domain part (after the @ character). A domain specifies where email will be delivered to (a company), a local part specifies a particular recipient within this domain.

## HTTP(S)

HTTP (Hypertext Transfer Protocol) is a simple application protocol used during transfer of files and images. HTTPS is a secured version of this protocol.

## IMAP

Internet Message Access Protocol (IMAP) enables clients to manage messages stored on a mail server without downloading them to a local computer. This architecture allows the user to access his/her mail from multiple locations (messages downloaded to a local computer would not be available from other locations).

## IP address

A unique 32-bit number that identifies a computer in the Internet or intranet.

## JavaScript

JavaScript is a programming language used for creating web pages.

## Kerio WebMail

Interface used by *Kerio MailServer* to enable access to email through a web browser. Several user settings (such as message filtering, password, etc.) can be also changed using *Kerio WebMail*.

## Mailbox Account

A place where email is stored on a server. Clients can download emails from an account (using POP3 protocol) or work with messages directly at the server (using IMAP or WebMail).

The account is physically represented by a directory on a disk. The directory is created in the *Kerio MailServer* directory (mail/domain/username). Other subdirectories representing individual folders are created in this directory.

Mailboxes are not created during the definition of users; the specific mailbox is created upon the first login to the mailbox.

## **Glossary of terms**

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### **Notifications**

Short message (notification) about a particular event — e.g. new email. It is usually sent as a text message (SMS) to a cellular phone.

### **PHP**

PHP is a programming language used for creating web pages.

### **Port**

16-bit number used by TCP and UDP for application (services) identification on a given computer.

### **Spam**

Unwanted, usually advertisement email. Spam are usually sent in bulk and the recipient addresses are obtained by illegal means (e.g. by tapping the network communication).

### **SSL**

A protocol used to secure and encrypt the TCP connection. Secure Socket Layer was originally designed by Netscape to secure transmission of web pages using HTTP protocol. Today it is supported by almost all standard internet protocols — SMTP, POP3, IMAP, LDAP, etc.

At the beginning of communication, an encryption key is requested and transferred using asymmetrical encryption. This key is then used to encrypt (symmetrically) the data.

A security protocol for the encrypted transfer of the data in the Internet (used in HTTPS).

### **TLS**

Transport Layer Security is the successor to SSL (version 3.1), which is used for encryption of data over networks. This version is approved by the IETF and it is accepted by all the top IT companies (i.e. Microsoft Corporation).

### **URI**

URI (Uniform Resource Identifier) is a standard that describes an Internet resource. It describes the mechanism of the access to an object (e.g. a protocol), identification type (e.g. DNS, IP) of the computer where the object is located and location of the object at the computer (e.g. the path and file name). The subsets of URI are URL and URN.

### **URL**

URL (Unique Resource Locator) is a subset of URI, which uniquely describes the location of a specific file in a computer network.

---

**WWW**

World Wide Web (the abbreviation WWW or web) is currently the most popular service offered in the Internet. It allows transferring multimedia files (texts, sounds, images).

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